
Business Management Professional

Objective: This program is designed to produce a business professional with a range of computer, communication, organizational, marketing, and management skills. These careers require a high degree of initiative, critical thinking skills, leadership, and motivation. A comprehensive 72-hour internship is included for those students who qualify. Classes in the program include entrepreneurship, advanced computer applications, accounting essentials, and business law concepts. Special emphasis will be on management training and professional business practices. Graduates are prepared for entry-level management positions in project management, office management, administrative management, or entrepreneurship in a variety of career fields, as well as administrative specialist/assistant or administrative support positions. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

Certifications: The student is prepared for three Microsoft Office Specialist (MOS) certifications: Outlook, Word, and Excel. Certifications are not required to be employed in the career field or to graduate from the program, but they are highly recommended. Exams may be taken at the on-campus VUE Testing Center.

Note: All units in this program are transferable to the Specialized Associate Degree – Business program.

Standard Occupational Classification (SOC) Code(s): 43-6011.00 - Executive Secretaries and Executive Administrative Assistants; 43-6014.00 - Secretaries and Administrative Assistants, Except Legal, Medical, and Executive; and 43-9061.00 - Office Clerks, General

CIP Code: 52.0401 – Administrative Assistant and Secretarial Science, General

Expected Educational Outcomes: Upon completing the Business Management Professional program, students will have demonstrated:

1. An understanding of entrepreneurship, which involves creating, financing, marketing, and managing a business.
2. An ability to apply accounting essentials, business law concepts, planning, presentation, critical thinking, and decision-making management skills in business.
3. A working knowledge of the software utilized in the business setting including word processing and spreadsheets.
4. A competence in using language arts to produce professional documents and correspondence.
5. An understanding of ethical and professional practices and appropriate business professionalism.
6. An ability to provide, express, and achieve exceptional customer service.
7. An understanding of accounting procedures including payroll and QuickBooks.

Diploma awarded upon successful completion of all graduation requirements.

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Empire College
Business – Law – Technology – Medical

Business Management Professional

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	GBN132A	Administration: Office Management	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	GBN132B	Administration: Records Management	24	2.0
BMN141	Math Review	24	1.0	GBN132C	Administration: Project Management	24	2.0
BMN142	Business Math	24	2.0	HMN150B	Social Media Marketing	24	2.0
CMN127A	Keyboarding	24	1.0	MNN120	Fundamentals of Law in Business	24	2.0
CMN127B	Introduction to Word I	24	1.0	MNN220A	Technology Trends in Business I	24	2.0
CMN127C	Introduction to Word II	24	1.0	MNN230A	Entrepreneurship: Creating a Business	24	2.0
CMN166A	Beginning Excel	24	1.0	MNN230B	Entrepreneurship: Financing and Marketing a Business	24	2.0
CMN166B	Intermediate Excel	24	1.0	MNN230C	Entrepreneurship: Managing a Business	24	2.0
CMN166C	Advanced Excel	24	1.0	MNN331	Professional Portfolio Project	24	1.0
CMN185A	QuickBooks Pro I	24	1.0	MNN402*	Internship	72	2.0
CMN310K	Comprehensive Outlook	24	1.0	PHN101A	Ethics in Technology and Society	24	2.0
CMN310P	Comprehensive PowerPoint	24	1.0		Total:	960	57.0
CMN310WA	Comprehensive Word I	24	1.0		Total Weeks/Quarters:	48/4	
CMN310WB	Comprehensive Word II	24	1.0				
CMN320A	Word Certification Preparation	24	1.0				
CMN320B	Excel Certification Preparation	24	1.0				
CMN320E	Outlook Certification Preparation	24	1.0				
ENN101A	Business English - Grammar	24	2.0				
ENN101B	Business English - Punctuation	24	2.0				
ENN300A	Business Correspondence I	24	1.0				
ENN300B	Business Correspondence II	24	1.0				
ENN303A	Management Communications I	24	2.0				
ENN303B	Management Communications II	24	2.0				
GBN050	Information Literacy	24	2.0				
GBN101	Career Transitions	24	2.0				

Keyboarding Speed Graduation Requirement:
40 NWPM

* See eligibility requirements under "Class Descriptions" in the Course Catalog.