

BUSINESS OPERATIONS, COLLEGE CREDIT CERTIFICATE

Program Code: BOCC

Meta-Major: BUSN

Location(s): Cocoa, Melbourne, Palm Bay, Titusville, Online

Delivery Method(s): On-Campus, Hybrid, Online

Previous Degree Required: HS Diploma

Eligible for Financial Aid: Yes

Additional Limited Access Application Process Required: No

Program Testing Requirements:

Classification of Instructional Programs (CIP) Code: 52.0201

Florida Department of Education CIP Code: 0552020104

This certificate is part of the [Business Administration A.S.](#) degree program.

The certificate program is designed to prepare students for entry-level employment in the field of Business Management and Administration. Students will be provided a wide-ranging overview of the principles and practices of management with significant emphasis on essential human relations skills and the efficient management of human resources.

This College Credit Certificate course sequence contributes to the overall academic knowledge, technical proficiency, decision-making skills, and problem-solving abilities of the student in the area of Business Management and Administration. [Visit the program page for more details and how to apply.](#)

Certificate Requirements

| Code | Title | Credit Hours |
|---------------------------|---|--------------|
| Major Courses | | |
| ACG 2021 | Financial Accounting | 3 |
| BUL 2241 | Business Law 1 | 3 |
| GEB 1011 | Introduction to Business | 3 |
| MAN 2021 | Business Management Principles | 3 |
| MNA 2300 | Introduction to Human Resource Management | 3 |
| SBM 2000 | Small Business Management | 3 |
| Total Credit Hours | | 18 |

Learning Outcomes: Business Operations CCC

1. Prepare financial statements based on analysis of business transactions
 - *Supports Core Ability: Process Information*
2. Evaluate and analyze criminal law applications including business and white-collar crime
 - *Supports Core Ability: Think Critically and Solve Problems*
3. Evaluate organizational communications including internal and external communication methods and best practices
 - *Supports Core Ability: Communicate Effectively*