

ADMINISTRATIVE PROFESSIONS, BUSINESS MANAGEMENT CERTIFICATE

Award: Certificate in Business Management

No. of credits required: 24

For more information: Contact *Business & Applied Technology* at bat@harford.edu; or Admissions, 443-412-2109.

Program Description

The Business Management Administrative Professions Certificate is designed to enable students to obtain knowledge, skills, and competencies in the challenging business field of Administrative Professions. Students completing the certificate in Administrative Professions are able to combine the credits earned to complete an Associate of Applied Science (A.A.S.) Business Management degree to satisfy their individual career goals.

Program Goals

Upon successful completion of this certificate program of study students will be able to:

1. Use the language of business and demonstrate effective and professional communication skills.
2. Demonstrate administrative problem-solving skills in business decision making.
3. Use information technology applications to develop business solutions.
4. Prepare for Associate of Applied Sciences (A.A.S.) degree in Business Management

Employment Information

The Business Management Administrative Professions program prepares students for a business career by providing comprehensive skills for today's rapidly changing business environment. Employment projections provided by the U.S. Department of Labor and regional workforce development data indicate that opportunities in administrative support professions will continue to increase.

According to the *Occupational Outlook Handbook*, employment of administrative professionals is expected to decline 9% through 2029, although there are still projected to be over 3,000,000 jobs in this field.

According to the Maryland Department of Labor, employment of administrative professionals in the Susquehanna Region will remain steady with a 0.02% growth through 2026.

Certificate Requirements

In order to earn a certificate from Harford Community College, students must demonstrate basic competencies in English, reading, and mathematics by completing: ENG 018 Integrated Reading and Writing, MATH 020 Pre-Algebra I, and/or a qualifying exam must be passed.

Required Courses

Code	Title	Credits
BA 101	Introduction to Business (GI)	3
OS 100	Keyboarding Basics	1

OS 113	Intermediate Keyboarding and Document Processing	3
OS 214	Advanced Keyboarding & Document Processing	3
OS 129	Introduction to Office Procedures and Management	4
OS 136	Introduction to Bookkeeping: Quickbooks	3
OS 116	Communication Technologies	4
BA 245	Contemporary Issues in Business	3
Total Credits		24

General Education Degree Requirements

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

Behavioral/Social Science (GB)
 English Composition (GE)
 Arts/Humanities (GAH)
 Interdisciplinary and Emerging Issues (GI)
 Biological/Physical Laboratory Science (GL)
 Mathematics (GM)
 Biological/Physical Science (GS)