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## Management Business 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. 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, guest service management, or entrepreneurship in a variety of career fields, as well as administrative specialist/assistant or administrative support positions. A 120-hour internship is included for those students who qualify. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable skills.

The student is prepared for two Microsoft Office Specialist (MOS) certifications: 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 Prometric/VUE Testing Center.

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

**Expected Educational Outcomes:** Upon completing the Management Business 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 etiquette.
6. An ability to provide, express, and achieve exceptional customer service.
7. An understanding of accounting procedures including payroll and QuickBooks.

**Certification Preparations:** Microsoft Office Specialist (MOS) in Word and Excel.

**Diploma** awarded upon successful completion of all graduation requirements.

**Empire College**  
**3035 Cleveland Avenue**  
**Santa Rosa, CA 95403**  
**707-546-4000**  
**[www.empcol.edu](http://www.empcol.edu)**

**Empire College**  
Business – Law – Technology – Medical

# Management Business 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	ENN303A	Management Communications I	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	ENN303B	Management Communications II	24	2.0
ACN160B	Fundamentals of Accounting IB	24	2.0	GBN050	Information Literacy	24	2.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	GBN101	Career Transitions	24	2.0
ACN180A	Payroll Accounting	24	2.0	GBN132A	Administration: Office Management	24	2.0
BMN141	Math Review	24	1.0	GBN132B	Administration: Records Management	24	2.0
BMN142	Business Math	24	2.0	GBN132C	Administration: Project Management	24	2.0
BMN195A	10-Key Keypad	24	1.0	LGN130A	Business Law I	24	2.0
CMN100	Computer Literacy	24	1.0	LGN130B	Business Law II	24	2.0
CMN127A	Beginning Keyboarding	24	1.0	LGN130C	Business Law III	24	2.0
CMN127B	Introduction to Word I	24	1.0	LGN130D	Business Law IV	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	MNN330A*	Professional Development I- Internship	30	1.0
CMN185A	QuickBooks Pro I	24	1.0	MNN330B*	Professional Development II- Internship	30	1.0
CMN185B	QuickBooks Pro II	24	1.0	MNN330C*	Professional Development III- Internship	30	1.0
CMN192A	Office: An Overview of Word and Excel	24	1.0	MNN330D*	Professional Development IV- Internship	30	1.0
CMN310W	Comprehensive Word	24	1.0	MNN331	Professional Portfolio Project	24	1.0
CMN320A	Word Certification Preparation	24	1.0	MNN335A	Presentation Skills	24	2.0
CMN320B	Excel Certification Preparation	24	1.0	TRN137B	Tour Planning II	24	2.0
CSN225A	Electronic Messaging with Virus Protection	24	1.0		Total:	1200	73.0
ENN100A	Business English IA - Grammar	24	2.0		Total Weeks/Quarters:	60/5	
ENN100B	Business English IB - Grammar	24	2.0				
ENN200A	Business English IIA - Punctuation	24	2.0				
ENN200B	Business English IIB - Punctuation	24	2.0				
ENN300A	Business Correspondence I	24	1.0				
ENN300B	Business Correspondence II	24	1.0				

**Keyboarding Speed Graduation Requirement:**  
40 NWPM

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