

# Business Paraprofessional Certificate Program

*Division of Business — Curriculum Code: 3010*

*Will Earn Upon Program Completion: Certificate in Business Paraprofessional Program*

## *Why major in Business Paraprofessional Certificate?*

This certificate is a collaborative effort between the New Jersey Community College Consortium for Workforce and Economic Development (NJCCWED) and the New Jersey Community Colleges to deliver Educational Career Ladder programs for all education support professionals who desire career advancement in management positions.

## *If I major in Business Paraprofessional, can I transfer to an upper division college or university?*

The certificate is designed to prepare students for advancement in their careers. While the program is not designed for transfer to a four year institution, it does, however, provide a career path to the Business Management Paraprofessional A.A.S. Degree. Essex County College will apply some or most of the courses you have taken toward an associate degree. Consult with a counselor or your faculty advisor for more information.

## *Are there any requirements I must satisfy before I start taking courses in my major?*

Candidates for acceptance into this program must have completed their applied studies and receive a Certificate of Competency in Educational Support Professional Services. Based on your placement test scores, you may have to take developmental courses in reading, English, and/or mathematics before taking courses in your major.

## *How long will it take for me to complete this certificate?*

Once you have received your Certificate in Educational Support Professional Services and you do not need developmental course work, you can complete the certificate in two semesters, assuming you register for nine credits in the first semester and six credits in the second semester.

## *Where should I direct specific questions about this program?*

Contact the Business Division at (973) 877-3222 or Admissions at (973) 877-1941.

## *Upon completion of this program, graduates will be able to:*

- ◆ Demonstrate a basic understanding of the language of business and management;
- ◆ Use the basic business applications of a computer;
- ◆ Use the language of business in writing and speaking to communicate effectively;
- ◆ Apply basic management concepts in the workplace.

## Business Paraprofessional Certificate Program

<b>CERTIFICATE REQUIREMENTS: *</b>	<b>RECOMMENDED SEQUENCE OF COURSES:**</b>
Certificate of Competency Educational Support Professional Services <span style="float: right;">12</span>	Certificate of Competency Educational Support Professional Services <span style="float: right;">12</span>
<i>*Note: Candidates for acceptance into this program must have completed their applied studies and received a Certificate of Competency in Educational Support Professional Services.</i>	<b>First Semester</b>
<b>MAJOR COURSE REQUIREMENTS:</b> <b>(24 credits) - includes certificate credits</b>	BUS 101 Business Organization & Mgt. <span style="float: right;">3</span>
BUS 201 Principles of Management <span style="float: right;">3</span>	BUS 253 The legal, Ethical & Global Environment of Business <span style="float: right;">3</span>
BUS 253 The Legal, Ethical & Global Environment of Business <span style="float: right;">3</span>	CIS 107 Computer Literacy <b>or</b> <span style="float: right;">3</span>
CIS 107 Computer Literacy <b>or</b>	CIS 131 Microcomputers in Business
CIS 131 Microcomputers in Business <span style="float: right;">3</span>	<b>Second Semester</b>
	BUS 201 Principles of Management <span style="float: right;">3</span>
	Humanities elective <span style="float: right;">3</span>
<b>ADDITIONAL COURSE REQUIREMENTS:</b> <b>(3 credits)</b>	Note:
Humanities elective <span style="float: right;">3</span>	1 This is a collaborative effort between the New Jersey Community College Consortium for Workforce and Economic Development (NJCCCWED) and Essex County College Business Division.
<b>Total Credits Required for Degree</b> <span style="float: right;"><b>27</b></span>	2 All candidates must take the College Placement Test prior to beginning course work.

**\*\*NOTE:** This plan assumes the completion of all required developmental courses in reading, writing, and mathematics as well as other pre- and co-requisites for some of the courses, as listed in the Course Descriptions section.