

Career Certificate Program

BUSINESS PARAPROFESSIONAL MANAGEMENT

CREDITS

Program Information

The career certificate in Business Paraprofessional Management is a collaborative effort between the New Jersey Community College Consortium for Workforce and Economic Development and New Jersey community colleges to deliver an educational career ladder program for all education support professionals who desire career advancement in management positions.

Candidates for acceptance into this program must have completed a Certificate of Competency in Educational Support before being admitted into the program.

Upon successfully completing this series of courses, students should be able to:

- communicate effectively in a professional manner,
- demonstrate the skills necessary to perform basic business applications on a computer, and
- demonstrate a basic knowledge and understanding of business and management concepts.

Transfer of Credits

Although this program is designed for career advancement, some credits may be transferable to an associate or bachelor's degree program. Please direct specific questions to a Student Affairs advisor.

* Students with previous computer science experience may substitute another computer science course for CSC 115.

PREREQUISITES

Certificate of Competency in Educational Support Professional (ESP) Services including:

- Module 1: Communication
- Module 2: Cultural Competence
- Module 3: Child Development and Identifying Abuse and Neglect
- Module 4: Student and Staff Safety and Health
- 56 hours of NJEA-approved ESP Career Development Training
- 24 months employment in school district 12

FIRST SEMESTER

<input type="checkbox"/> BUS 102	Introduction to Business	3
<input type="checkbox"/> CSC 115	Computer Applications*	3
<input type="checkbox"/> ENG 202	Introduction to Speech Communication	<u>3</u>
		9

SECOND SEMESTER

<input type="checkbox"/> BUS 103	Principles of Management	3
<input type="checkbox"/> PSY 101	General Psychology	<u>3</u>
		6

TOTAL CREDITS: **27**

N.J. GENERAL EDUCATION COMPONENT FOR BUSINESS PARAPROFESSIONAL MANAGEMENT

Communication:	ENG 202
Math/Science/Technological Competency:	not required
Social Science:	PSY 101
Humanities:	not required
History:	not required
Cultural/Global Awareness:	not required