



COLLEGE CREDIT CERTIFICATE

ACCOUNTING AND BUDGETING

CLASSES AVAILABLE
SUMMER-FALL 2022

ACCOUNTING AND BUDGETING

The College Credit Certificate in Accounting and Budgeting will prepare students to compute, classify, and record numerical data to keep financial records complete. Students will also be prepared to check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

Course	Description	Class #	Start Date	End Date	Time / Day
ACG 2021	Financial Accounting	4132	5/9/2022	6/17/2022	8:00 AM - 10:15 AM Tuesday-Thursday
ACG 2021 L	Financial Acct Lab	4138	5/9/2022	6/17/2022	10:25 AM – 1:15 PM Tuesday
ACG 2450	Managerial Accounting	1017	6/20/2022	7/29/2022	6:30 PM – 8:45 PM Monday-Wednesday-Friday
ACG 1403	Managerial Accounting Lab	3197	6/20/2022	7/29/2022	5:40 PM -7:20 PM Monday-Wednesday



18 Credits



8 Months

To Register Scan this QR Code:





COMPLETE IN 8 MONTHS

COLLEGE CREDIT CERTIFICATE

BUSINESS OPERATIONS HUMAN RESOURCES

**CLASSES AVAILABLE
FALL 2021**

BUSINESS OPERATIONS HUMAN RESOURCES

The Business Operations College Credit Certificate program is the second in a series of three College Credit Certificate programs designed to prepare students for employment and advancement in the following areas: accounting/budgeting, business/ management, customer service, finance, human resources, international business, marketing, nonprofit, real estate, retail and small business. There is only one College Credit Certificate in Business Operations. Students may select one of the 7 options, but the certificate is awarded only once.

Course	Description	Class #	Start Date	End Date	Time / Day
MAR-2101	Social Media Marketing	5301	5/9/2022	7/29/2022	7: 30 PM - 9:10 PM Tuesday – Thursday
MAN-2021	Principles Of Management	4420	5/9/2022	7/29/2022	5:40 PM – 7:20PM Monday - Wednesday
GEB-1011	Principles Of Business	9165	6/20/2022	7/29/2022	10:45 AM – 2:05 PM Tuesday



18 Credits



8 Months

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COMPLETE IN 8 MONTHS

COLLEGE CREDIT CERTIFICATE

COMPENSATIONS AND BENEFITS

**CLASSES AVAILABLE
FALL 2021**

COMPENSATIONS AND BENEFITS

The Advanced Technical Certificate in Compensation and Benefits prepares students to design and manage compensation and benefits systems to attract, motivate and retain various employee groups. The compensation and benefits managers plan, direct, and coordinate the reward functions of an organization.

Course	Description	Class #	Start Date	End Date	Time / Day
MAN 3025	Organization Mgt	4415	5/9/2022	6/17/2022	5:40 PM - 9:00 PM Tuesday
MAN 3301	Human Resource Mgt	7531	5/9/2022	6/17/2022	5:40 PM - 9:00 PM Thursday
MAN 4335	Employee Benefit Planning	4421	6/20/2022	7/29/2022	5:40 PM - 9:00 PM Thursday



18 Credits



8 Months

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COLLEGE CREDIT CERTIFICATE

COMPUTER PROGRAMMER BUSINESS APPLICATIONS

**CLASSES AVAILABLE
FALL 2021**

COMPLETE IN 12 MONTHS

Connect with us one-on-one on the phone, via web conference, or in person, visit: <https://tinyurl.com/AcademicAffairsapp>
For more information, please call 305.237.8938 or westacademics@mdc.edu

COMPUTER PROGRAMMER BUSINESS APPLICATIONS

The College Credit Certificate program is designed to establish a basic foundation in computer programming for employment in scientific, commercial, industrial and government data processing applications. Graduates are prepared for positions as entry-level programmers, programmer specialists, and software developers for both applications and systems software.

Course	Description	Class #	Start Date	End Date	Time / Day
COP-2800	Java Programming	5068	5/9/2022	7/29/2022	5:40 PM – 7:50 PM Tuesday – Thursday
COP-1334	Intro To C++ Prog	7595	5/9/2022	6/17/2022	5:40 PM – 9:00 PM Monday – Wednesday
CGS1060c	Intro To Computer Tech & Apps	4405	6/20/2022	7/29/2022	8:00 AM – 12:30 PM Monday – Wednesday
CGS-1540C	Database Concepts Design	4401	5/9/2022	7/29/2022	5:40 PM – 9:00 PM Friday



36 Credits



1 Year

To Register Scan this QR Code:





COMPLETE IN 8 MONTHS

COLLEGE CREDIT CERTIFICATE

HUMAN RESOURCES MANAGEMENT

**CLASSES AVAILABLE
FALL 2021**

HUMAN RESOURCES MANAGEMENT

The Advanced Technical Certificate (ATC) in Human Resources Management will assist new and experienced human resource professionals upgrade their knowledge and skills in order to increase their employment opportunities. The student will be able to plan, direct, and coordinate the recruiting, interviewing, hiring and retaining employees.

Course	Description	Class #	Start Date	End Date	Time / Day
MAN 3025	Organization Mgt	4415	5/9/2022	6/17/2022	5:40 PM - 9:00 PM Tuesday
MAN 3301	Human Resource Mgt	7531	5/9/2022	6/17/2022	5:40 PM - 9:00 PM Thursday
MAN 4335	Employee Benefit Planning	4421	6/20/2022	7/29/2022	5:40 PM - 9:00 PM Thursday
MAN 4352	Effective Employee Training	4417	5/9/2022	7/29/2022	5:40 AM – 7:20 pm Wednesday



24 Credits



8 Months

To Register Scan this QR Code:





COMPLETE IN 4 MONTHS

COLLEGE CREDIT CERTIFICATE

DIGITAL MARKETING SPECIALIST

**CLASSES AVAILABLE
FALL 2021**

DIGITAL MARKETING SPECIALIST

This certificate is designed to serve the needs of students who are presently employed in the field of marketing, as well as those students who are interested in this field.



12 Credits



16 Weeks

Course	Description	Class #	Start Date	End Date	Time / Day
MAR 1011	Principles Of Marketing	5300	5/9/2022	7/29/2022	5:40 PM – 7:20 PM Tuesday –Thursday
MAR 2101	Social Media Marketing	5301	5/9/2022	7/29/2022	7:30 PM – 9:10 PM Tuesday –Thursday

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