

BUSINESS MARKETABLE SKILL AWARD
AWARD OF COMPUTER INFORMATION SYSTEMS
McLENNAN COMMUNITY COLLEGE

Student's Last Name	First Name	MI	ID No.	Date

Course	Grade
ACNT 1303 - Introduction to Accounting	
BMGT 1303 - Principles of Management	
MRKG 1311 - Principles of Marketing	
BUSI 2301 - Business Law or BMGT 2309 – Leadership or BMGT 1307 High Performance Work Teams	

Request for Processing

In order to receive a Marketable Skills Record, the following requirements must be met:

1. You must make a grade of C or higher in each course.
2. You must provide an unofficial transcript with the appropriate courses highlighted with this request form.
3. You must submit a Request for Processing form to Dorothy Johnson in AS 218 for processing.

Your Marketable Skills Record certificate will include your course grade and the job competencies in the courses taken.

ADVISOR'S SIGNATURE

STUDENT'S SIGNATURE
(As you want it to appear on certificate.)

DATE

Remarks: _____

MARKETABLE SKILL RECORD

Course Description

This Marketable Skill award provides students from technical backgrounds with a foundation in business to better prepare them for the eCommerce marketplace. Courses include:

- ACNT 1303 **INTRODUCTION TO ACCOUNTING I**
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. May not be counted toward the associate's degree if taken after successful completion of ACCT 2401. Semester Hours 3 (3 lec)
- BMGT 1303 **PRINCIPLES OF MANAGEMENT**
Concepts, terminology, principles, theories and issues in the field of management. Semester Hours 3 (3 lec)
- MRKG 1311 **PRINCIPLES OF MARKETING**
Introduces basic marketing functions; identification of consumer and organizational needs; explanation of economic, psychological, sociological, and global issues; and description and analysis of the importance of marketing research. Emphasizes impact of current events on marketing activity and e-commerce. Semester Hours 3 (3 lec)
- BUSI 2301 **BUSINESS LAW I**
Discusses principles of law which form the legal framework for business activity including applicable statutes, contracts and agency. Examines the principles of the law of contracts, sales, the Uniform Commercial Code, business organizations, conveyance of property, and other topics of business law. Recommendation: Students should have passed the reading section of the TASP or MCC Placement Test or be currently enrolled in or have credit for READ 0302 before enrolling in this course. Semester Hours 3 (3 lec)
- BMGT 1307 **HIGH PERFORMANCE WORK TEAMS**
Presents of the basic principals of building and sustaining teams in organizations including team dynamics and process improvement. Prerequisite: BMGT 1303 or consent of faculty advisor. Semester Hours 3 (3 lec)
- BMGT 2309 **LEADERSHIP**
Introduces concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify. This is a Capstone course that integrates knowledge from previous courses and provides the opportunity to apply management and leadership principles to real world situations. Prerequisite: Completion of or concurrent enrollment in BMGT 1303. Semester Hours 3 (3 lec)