# **Business Administration**



Gain a broad foundation of communication and interpersonal skills, and prepare for customer contact roles within a business organization. Employment opportunities include customer service representative, consumer relations credit analyst, credit and collections specialist, retail sales, administrative assistant, telephone sales representatives and more.

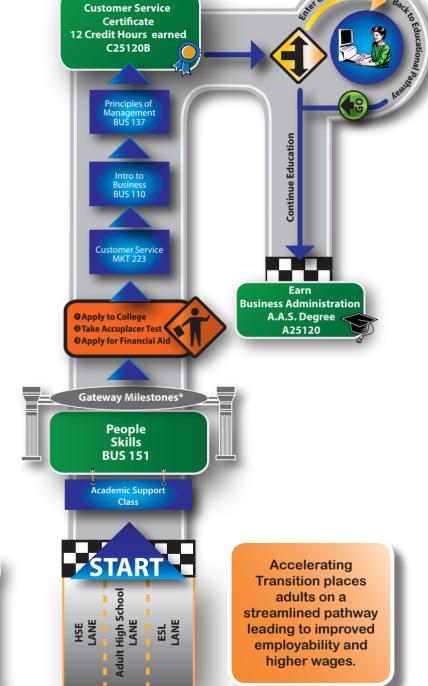
### **Types of Courses:**

- Business Skills
- · Customer Service Skills
- · Academic Skill Building
- · Career Readiness Skills

### **How to Start:**

Contact Wake Tech's College & Career Readiness Division:

- Sue O'Neill
   919-334-1516
   smoneill@waketech.edu
- Dan Degen
   919-334-1564
   dwdegen@waketech.edu





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## **Business Administration**

**Certificate Programs** 



Business Core Certificate C25120D	Human Resources Management Certificate C25120HB
FIRST FALL SEMESTER CREDIT HRS	FIRST SPRING SEMESTER CREDIT HRS
BUS 110 Introduction to Business	BUS 153 Human Resources Management
ECO 151 Survey of Economics OR	SECOND FALL SEMESTER
ECO 252 Principles of Macroeconomics	BUS 234 Training and Development
FIRST SPRING SEMESTER	BUS 256 Recruitment, Selection, & Personnel Planning 3 BUS 258 Compensation and Benefits
ACC 120 Principles of Financial Accounting	Completion Requirements15 Credit Hrs
BUS 115 Business Law I	International Business Certificate C25120GB
Career Success Certificate C25120G	FIRST FALL SEMESTER CREDIT HRS
FIRST FALL SEMESTER CREDIT HRS	ECO 151 Survey of Economics OR ECO 251 Principles of Microeconomics OR
BUS 110 110 Introduction to Business3	ECO 251 Principles of Microeconomics OK  ECO 252 Principles of Macroeconomics
BUS 151 People Skills3	FIRST SPRING SEMESTER
FIRST SPRING SEMESTER	INT 110 International Business3
BUS 125 Personal Finance	SECOND FALL SEMESTER
Completion Requirements 12 Credit Hrs	INT 210 International Trade
Customer Service Certificate C25120B	Completion Requirements
FIRST FALL SEMESTER CREDIT HRS	Leadership Certificate C25120F
BUS 110 Introduction to Business	FIRST FALL SEMESTER CREDIT HRS
BUS 151 People Skills3	BUS 137 Principles of Management3
FIRST SPRING SEMESTER	BUS 153 Human Resources Management
BUS 137 Principles of Management	FIRST SPRING SEMESTER
Completion Requirements	BUS 151 People Skills3
Entrepreneurship Certificate C25120C	Completion Requirements12 Credit Hrs
FIRST FALL SEMESTER CREDIT HRS	Marketing and Sales Certificate C25120MM
BUS 110 Introduction to Business	FIRST FALL SEMESTER CREDIT HRS
BUS 139 Entrepreneurship I3 FIRST SPRING SEMESTER	MKT 120 Principles of Marketing
BUS 245 Entrepreneurship II	FIRST SPRING SEMESTER
MKT 120 Principles of Marketing3	MKT 220 Advertising & Sales Promotion
Completion Requirement	MKT 223 Customer Service 3
Human Resources Administration Certificate C25120HA	Completion Requirement
FIRST SPRING SEMESTER CREDIT HRS	Public Administration Certificate C25120P
BUS 153 Human Resources Management3	FIRST SPRING SEMESTER CREDIT HRS BUS 151 People Skills3
SECOND FALL SEMESTER  BUS 151 Papple Skills	SECOND FALL SEMESTER
BUS 151 People Skills	BUS 153 Human Resources Management
BUS 260 Business Communication	BUS 240 Business Ethics
Completion Requirements 12 Credit Hrs	PAD 151 Intro to Public Administration
	1

# Welding Technology



Gain a broad foundation in consumable and non-consumable electrode welding and electronic processes. Learn industry-standard skills such as blueprint reading, metallurgy, and destructive testing.

Employment opportunities include entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, and welding-related self-employment.

### **Types of Courses:**

- · Academic Skill Building
- · Welding Classroom and Shop
- · Career Readiness Skills

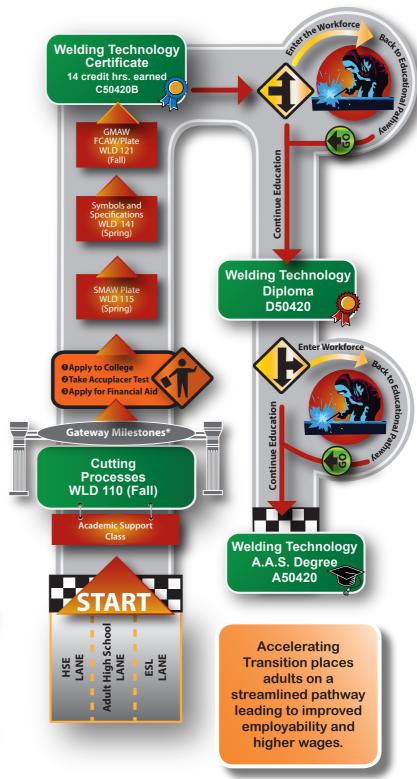
### **How to Start:**

Contact Wake Tech's College & Career Readiness Division:

- Sue O'Neill
   919-334-1516
   smoneill@waketech.edu
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# Welding Technology CERTIFICATE PROGRAM



## Welding Technology Certificate (C50420B)

Replaces Curriculum Schedule with Revision Date: FA2013 Date Revised: FA2014

	CURRICULUM BY SEMESTER							
			H	ours Per We	ek			
Cours	se No.	Course Title	Class	Lab	Credits			
Fall Semest	ter 1							
WLD	110	Cutting Processes	1	3	2			
WLD	121	GMAW (MIG) FCAW/Plate	2	6	4			

Spring Sem	nester 1				
WLD	115	SMAW Stick Plate	2	9	5
WLD	141	Symbols & Specifications	2	2	3

<b>Graduation Requirement Credit Hours:</b>	14

# Early Childhood Education



Dual enrollment in either ERV (Expanding Reading and Vocabulary) or HSE class is expected during EDU 119. Employment opportunities include child development and child care centers, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

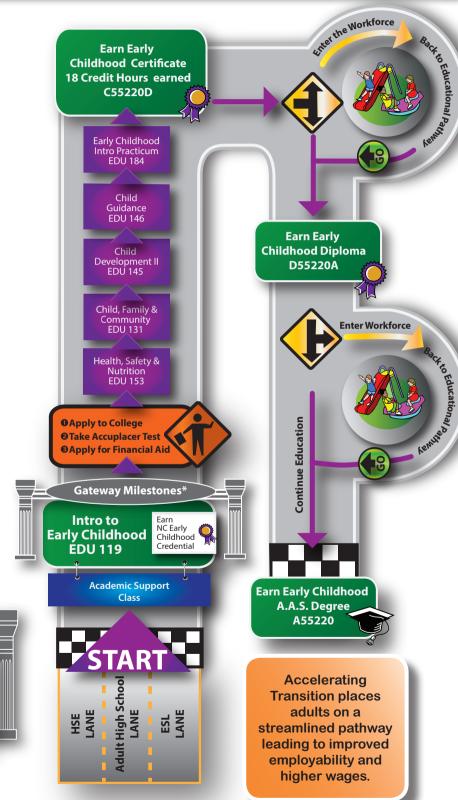
### **Types of Courses:**

- · Academic Skill Building
- · Early Childhood Education
- · Career Readiness Skills

### **How to Start:**

Contact Wake Tech's College & Career Readiness Division:

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# Early Childhood CERTIFICATE PROGRAMS



### Infant Toddler Care/CDA Certificate (C55290)

### Semester I

Prefix	Course Title	Class	Lab	✓	Grade/Semester	Credit
EDU 119	Intro to Early Childhood Education	4	0			4
EDU 144	Child Development I	3	0			3
EDU 131	Child, Family, and Community	3	0			3

### Semester II

Prefix	Course Title	Class	Lab	✓	Grade/Semester	Credit
EDU 153	Health, Safety, and Nutrition	3	0			3
EDU 184	Early Childhood Intro Practicum ****	1	3			2
EDU 234	Infants, Toddlers, and Twos	3	0			3

### Early Childhood/CDA Certificate (C55220D)

### Semester I

Prefix	Course Title	Class	Lab	✓	Grade/Semester	Credit
EDU 119	Intro to Early Childhood Education	4	0			4
EDU 153	Health, Safety, and Nutrition	3	0			3
EDU 131	Child, Family, and Community	3	0			3

### Semester II

Prefix	Course Title	Class	Lab	✓	Grade/Semester	Credit
EDU 145	Child Development II	3	0			3
EDU 146	Child Guidance	3	0			3
EDU 184	Early Childhood Intro Practicum	1	3			2

### School Age Certificate (C55220E)

### Semester I

Prefix	Course Title	Class	Lab	✓	Grade/Semester	Credit
EDU 119	Intro to Early Childhood Education	4	0			4
EDU 131	Child, Family, and Community	3	0			3
EDU 163	Classroom Instruction Management	3	0			3

### Semester II

Prefix	Course Title	Class	Lab	✓	Grade/Semester	Credit
EDU 145	Child Development II	3	0			3
EDU 235	School Age Dev and Program	3	0			3
EDU 263	School Age Program Admin	2	0			2