

BUSINESS STUDIES, CERTIFICATE OF COMPLETION

Certificate Description

This is a broad program of study that provides students with specific business skills as well as a general overview of business. Students will be prepared for first-line supervision jobs in various fields such as retail and non-retail sales. Additionally, the courses in this certificate map to the A.S. in Business Administration, providing opportunity for transfer to a four-year business program. Enrolled students are also offered certification in financial information software on the main campus.

Certificate Requirements

Code	Title	Credit Hours
CSIT 123	Integrated Office Software	3
ACCT 161	Principles of Accounting I	3
ECON 151	Macroeconomic Principles	3
BUSN 271	Principles of Management	3
BUSN 251	Business Law I	3
BUSN 134	Principles of Marketing	3
Total Credit Hours		18