

Certificate: **BASIC BUSINESS (BUS7)**

Credit Requirements: 24 semester credit hours

This certificate is designed to prepare students for entry into the Associate Degree in General Business program. It is also designed to provide students who are not interested in pursuing an associate degree with some basic skills in the field of business for an entry-level position into a business career.

Students may transfer some of the credit hours toward completion of the Associate Degree in General Business.

FIRST SEMESTER (FALL)

BUS 101	Introduction to Business	3
ENG 155	Communications I	3
MAT 155	Contemporary Mathematics	3
AOT 105	Keyboarding	3
	TOTAL	12

SECOND SEMESTER (SPRING)

CPT 170	Microcomputer Applications	3
ENG 160	Technical Communications	3
MGT 101	Principles of Management	3
	Business Course*	3
	<u>TOTAL</u>	<u>12</u>
	TOTAL CREDIT HOURS	24

* Business Course: Students must complete one business course from the following: ACC 111, BUS 121, BUS 200, BUS 220, ECO 210, ECO 211, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135.