

The certificate of proficiency and the technical certificate programs give the student the opportunity to earn certificates while completing steps toward an Associate of Applied Science degree.

2019-2020



**TECHNICAL CERTIFICATE PLAN
GENERAL BUSINESS**

Degree Code: 2520; CIP Code: 52.0201

All technical certificate-seeking students must meet the freshman assessment and placement requirements. If deficiencies exist, the student must complete the required CPT courses.

**A 2.0 GPA is required for graduation from the
Technical Certificate in General Business program.**

**ATTENTION STUDENTS: PLEASE SEE CURRENT CATALOG FOR
ALL FEES AND CHARGES ASSOCIATED WITH THIS CERTIFICATE.**

The Technical Certificate in General Business program is designed to prepare students for a variety of positions in the field of business management.

Name: _____
Advisor: _____

Date: _____
Student ID# _____

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>CREDIT HOURS</u>	<u>HOURS COMPLETED</u>
General Education (15 credit hours)			
BUS 1413	Business Math or higher-level mathematics course	3	_____
BUS 2563	Business Communications, OR		
COMM 1203	Oral Communication	3	_____
CIS 1053	Computer Essentials, OR		
CIS 1203	Introduction to Computers	3	_____
CIS 2503	Microcomputer Business Applications	3	_____
ENG 1003	Composition I (must earn a "C" or better)	3	_____
Business Core (15 credit hours)			
ACC 2003	Principles of Accounting I	3	_____
BUS 1013	Introduction to Business	3	_____
BUS 2103	Human Relations in Business	3	_____
BUS 2203	Applied Business Ethics	3	_____
CIS 1003	Computerized Office Accounting	3	_____

Program Total 30 Hours