

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.

2024-2025



**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.

Student Learning Outcomes for TC General Business Program

1. Students will apply current, legal, ethical, social, financial, and economic environmental factors as they relate to business.
2. Students will apply accounting and economic principles in decision making.

In addition to these program-specific outcomes, students will have demonstrated a proficiency in the following general outcomes:

3. Applications of Math and the Natural Sciences appropriate to degree or field of study.
4. Composition and Oral Communication.
5. Utilization of technology appropriate to degree or field of study.

Name: _____
Advisor: _____

Date: _____
Student ID# _____

<u>COURSE CODE</u>	<u>COURSE NAME</u>	<u>CREDIT HOURS</u>	<u>HOURS COMPLETED</u>
General Education (12 credit hours)			
BUS 2563	Business Communications OR	3	_____
COMM 1203	Oral Communication		
CIS 2503	Microcomputer Business Applications	3	_____
ENG 1003	Composition I (must earn a "C" or better)	3	_____
MATH 1113	Applied Math or higher-level mathematics course	3	_____
Business Core (19 credit hours)			
ACC 2003	Principles of Accounting I	3	_____
BUS 1013	Introduction to Business	3	_____
BUS 2203	Applied Business Ethics	3	_____

Directed Electives (Choose Any 9 credit hours)

Courses taken to satisfy general education and degree requirements cannot be used to fulfill the elective requirement. Choose 9 credit hours from any ACC, BUS, CIS, CTD, ECON, HSA, or OTS courses.

Program Total 30 Hours