

Certificate

BASIC BUSINESS

The *Basic Business Certificate* is designed to prepare students for entry into the Associate in Applied Science (AAS) in Business Administration program. It is also ideal for students who are not interested in pursuing a two-year degree but who desire to have some basic skills in the field of business, so they can qualify for an entry-level position in a business career. Students may apply all of the credit hours earned with this certificate toward completion of the Associate in Applied Science (AAS) in Business Administration degree.

The Basic Business Certificate can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the Basic Business Certificate is available 100% online from the comfort of your own home.

CURRICULUM SEQUENCE

First Semester - Fall

	Course Title	Semester Credit Hours
BUS 101	Introduction to Business	3
ENG 155*	Communications I	3
MAT 155	Contemporary Mathematics	3
	Business Elective*	3
	TOTAL	12

Second Semester - Spring

BUS 220	Business Ethics	3
ENG 160*	Technical Communications	3
MGT 101	Principles of Management	3
	Business Elective*	3
	TOTAL	12
	TOTAL CREDIT HOURS	24

*ENG 101 and ENG 102 may be substituted for ENG 155 and ENG 160.

Business Electives choose from the following:

ACC 101, ACC 102, BUS 121, BUS 125, BUS 210, BUS 220, ECO 210, ECO 211, HOS 140, MGT 120, MGT 150, MGT 201, MKT 101, MKT 110, MKT 120, MKT 135, MKT 240

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