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.

Required Courses

Basic Business Requirements

CERTIFICATE REQUIREMENTS: BASIC BUSINESS

Component	Course Title	Semester Credit Hours
BUS 101	Introduction to Business	3
BUS 220	Business Ethics	3
ENG 155	Communications I*	3
ENG 160	Technical Communications*	3
MAT 155	Contemporary Mathematics	3
MGT 101	Principles of Management	3
and		
Select two elective courses from the list below:		
ACC 101	Accounting Principles I	3
ACC 102	Accounting Principles II	3
BUS 121	Business Law I	3
BUS 125	Business Software Applications	3
BUS 210	Introduction to E-Commerce in Business	3
BUS 220	Business Ethics	3
ECO 210	Macroeconomics	3
ECO 211	Microeconomics	3
MGT 120	Small Business Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MKT 101	Marketing	3
MKT 110	Retailing	3
MKT 120	Sales Principles	3
MKT 135	Customer Service Techniques	3
MKT 240	Advertising	3
	CREDITS	**24**
	TOTAL CREDIT HOURS	**24**

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