

## Certificate

# BASIC BUSINESS

This certificate is designed to prepare students for entry into the Associate in Applied Science in Business Administration program. It is also ideal for students who are not interested in pursuing an associate 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 some of the credit hours earned with this certificate toward completion of the Associate in Applied Science in Business Administration degree.

### CURRICULUM SEQUENCE

#### First Semester - Fall

BUS 101	Introduction to Business	3
ENG 155*	Communications I	3
MAT 155	Contemporary Mathematics	3
	Business Elective*	3
	<b>TOTAL</b>	<b>12</b>

#### Second Semester - Spring

BUS 220	Business Ethics	3
ENG 160*	Technical Communications	3
MGT 101	Principles of Management	3
	Business Elective*	3
	<b>TOTAL</b>	<b>12</b>

**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 210, BUS 220, ECO 210, ECO 211, HOS 140, MGT 120, MGT 150, MGT 201, MGT 240, MKT 101, MKT 110, MKT 120, MKT 135, MKT 240

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