



BASIC BUSINESS

Certificate

CURRICULUM SEQUENCE

First Semester

- Fall

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

Second Semester

- Spring

CPT 170	Microcomputer Applications	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 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