

Business Career Development

Division of Business — Curriculum Code: 3001

Will Earn Upon Program Completion: Academic Certificate

The Business Career Development Certificate program is designed to develop or refine technical and professional skills in business. The program is especially appropriate for employees who wish to upgrade job-related skills for the sake of career advancement. It is also designed to offer preparation for students seeking entry-level jobs in business and industry.

Program Requirements

GENERAL EDUCATION REQUIREMENTS

Written & Oral Communication (3 credits)

[ENG 101](#) (3 credits)

Technological Competency (3 credits)

[CIS 131](#) or [CIS 135](#) (one 3-credit course)

MAJOR COURSE REQUIREMENTS

[BUS 101](#) Business Organization and Management (3 credits)

[BUS 141](#) Business Mathematics (3 credits)

[BUS 201](#) Principles of Management (3 credits)

[BUS 204](#) Introduction to Organizational Behavior in Business (3 credits)

[OCT 105](#) Microcomputer Keyboarding and Document Processing (3 credits)

Choose any two additional (non-repeated) Business electives (200-level courses in Business) (two 3-credit courses)

ADDITIONAL COURSE REQUIREMENTS

Choose any one additional (non-repeated) free elective (one 3-credit course)

RECOMMENDED SEQUENCE OF COURSES

Total Credits Required for Academic Certificate: 30

First Semester

[BUS 101](#) Business Organization and Management (3 credits)

[BUS 141](#) Business Mathematics (3 credits)

[CIS 131](#) Microcomputers in Business or [CIS 135](#) Microcomputer Spreadsheets (one 3-credit course)

[ENG 101](#) College Composition I (3 credits)

[OCT 105](#) Microcomputer Keyboarding and Document Processing (3 credits)

Second Semester

[BUS 201](#) Principles of Management (3 credits)

[BUS 204](#) Introduction to Organizational Behavior in Business (3 credits)

Business elective (3 credits)

Business elective (3 credits)

Free elective ([CEE 298](#) Cooperative Education Experience I is strongly recommended) (3 credits)

NOTES:

(1) The two General Education Integrated Course Goals, Ethical Reasoning & Action and Information Literacy, are both addressed by the required curriculum described above, regardless of specific choices made by the individual student.

(2) This plan assumes the completion of all required developmental courses in Reading, English, and Mathematics as well as other [pre-requisites](#) and [co-requisites](#) for some of the courses, as listed in the Course Descriptions section.