

Business Professional

Division of Business — Curriculum Code: 3013

Will Earn Upon Program Completion: Academic Certificate

The Business Professional certificate program is designed to prepare individuals to pursue careers in business-related fields. It is also intended to help students identify business opportunities where they can apply their talents. Students will acquire knowledge that will enable them to work as entrepreneurs, office assistants, and/or shop associates. They will gain basic knowledge of the business world to enable them to function effectively within large and small corporations and also in non-profit organizations and government agencies. This certificate program is not intended to be transferred to a 4-year institution, rather it is intended to provide basic business skills for individuals who want to start or improve their own businesses. It is also designed to allow individuals to transfer credits towards an existing associate's degree offered at the college.

Program Requirements

GENERAL EDUCATION REQUIREMENTS

Written & Oral Communication (3 credits)

[ENG 101](#) (3 credits)

Technological Competency (3 credits)

[CIS 131](#) (3 credits)

MAJOR COURSE REQUIREMENTS

[BUS 101](#) Business Organization & Management (two 3-credit courses)

Choose any two 200-level Business (BUS) course electives (6 credits)

[CEE 298](#) Cooperative Education Experience: Internship (1 credit)

Choose three of the following major course electives (three 3- or 4-credit courses): [ACC 101](#)[BUS 105](#)[BUS 141](#)[BUS 203](#)[FIN 101](#)[HMM 103](#)[PAD 101](#)[SCM 101](#) or any 3 Logistics (LOG) courses

ADDITIONAL COURSE REQUIREMENTS

Choose two of the following courses: [ECO 101](#)[ECO 102](#)[ENG 105](#)[ENG 109](#)[FRN 101](#)[OCT 105](#)[OCT 107](#)[SPN 101](#), or any ART or MUS course (two 3-credit courses)

RECOMMENDED SEQUENCE OF COURSES

Total Credits Required for Academic Certificate: 31 – 33

First Semester

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

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

[CIS 131](#) Microcomputers in Business (3 credits)

Major course elective (one 3- or 4-credit course)

Major course elective (one 3- or 4-credit course)

Second Semester

200-level Business (BUS) course electives (one 3-credit course)

200-level Business (BUS) course electives (one 3-credit course)

[CEE 298](#) Cooperative Education Experience: Internship (1 credit)

Major course elective (one 3- or 4-credit course)

Additional course elective (one 3-credit course)

Additional course elective (one 3-credit course)

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.