



Business (General) +5822E

30-Hour Certificate Program

First Year		
First Semester		
Course		Semester Hours
ACNT 1303	Introduction to Accounting I	3
BUSG 1371	Business Mathematics Using Calculators	3
BUSI 1301	Business Principles	3
BCIS 1305	Business Computer Applications	3
.....	Elective from list below	3
		15
Second Semester		
Course		Semester Hours
ACNT 1304	Introduction to Accounting II**	3
ITSW 1304	Introduction to Spreadsheets	3
BUSI 2304	Business Report Writing & Correspondence	3
.....	BUSI 1307 or ECON Elective	3
BUSI 2301	Business Law	3
		15
		Total Hours 30

Elective Group: ACCT 2401, ACCT 2402, ACNT 1413, ACNT 1329, BMGT 1301, BMGT 1327, BMGT 1331, BMGT 2331, BUSG 2309, HRPO 2301, HRPO 2307, ITNW 1337, ITSW 1307.

+ Course of study identification number.

** Capstone Experience.

Note: A student who completes the required courses with an overall average of C may receive a Certificate of Completion in Business (General).