

**Business Technologies
Certificate
Division of Business**

Program Code (049)
Required: 34 Credit Hours
2.00 GPA

Students are required to complete the following General Education and Major Requirement courses. Students who complete a certificate program of study are prepared to enter the workforce after degree completion. Students should check with their academic advisor for consultation on course sequencing and employment opportunities.

GENERAL EDUCATION REQUIREMENTS (7 HOURS)	MAJOR REQUIREMENTS (27 HOURS)
<p>English Composition - 3 hours <i>(Select One)</i> <input type="checkbox"/> ENGL 1113 Freshman Composition I</p> <p>Orientation - 1 hour <i>(Select One)</i> <input type="checkbox"/> ORI 1111 Freshman Orientation</p> <p>Approved Electives - 3 hours <i>(Select One)</i> <i>Choose one course in conference with advisor</i> <input type="checkbox"/> ENGL 1213 Freshman Comp II or PSY 1113 Gen Psychology</p>	<p>Required Courses - 27 hours <i>Select nine courses in conference with advisor:</i></p> <p><input type="checkbox"/> ACCT 1103 Fund of Acct or ACCT 2103 Financial Acct <input type="checkbox"/> BUS 1013 Introduction to Business <input type="checkbox"/> BUS 1113 Business Mathematics <input type="checkbox"/> BUS 2133 Business Communications <input type="checkbox"/> CS 1103 Microcomputer Applications <input type="checkbox"/> CS 2003 Electronic Spreadsheets <input type="checkbox"/> CS 2233 Desktop Publishing <input type="checkbox"/> OS 1132 Records Management <input type="checkbox"/> OS 2133 Information Processing <input type="checkbox"/> OS 2143 Secretarial Procedures <input type="checkbox"/> OS 2150 Office Internship (3 hours) <input type="checkbox"/> Approved Elective <input type="checkbox"/> Approved Elective</p> <p><i>Substitute the following courses to specialize in medical secretarial field:</i> <input type="checkbox"/> ETHC 1113 Introduction to Medical Terminology <input type="checkbox"/> OS 2233 Medical Transcription</p>
Totals: ----- Credit Hours: 7	Totals: ----- Credit Hours: 27

Notation: