

Certificate: Occupational Skills

Division of Business & Technology

Program Code (072)

Required: 15 Credit Hours, 2.00 GPA

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.

COURSE REQUIREMENTS (15 HOURS)	
15 hours (Select All)	
___ ENGL 1113 Freshman Composition I - - - - -	Credit Hours: 3
___ CS 1103 Microcomputer Applications- - - - -	Credit Hours: 3
___ MKTG 1103 Principles of Marketing - - - - -	Credit Hours: 3
___ SPCH 1113 Intro to Speech Communication- - - - -	Credit Hours: 3
___ BA 1113- Customer Service- - - - -	Credit Hours: 3
Totals: - - - - - Credit Hours: 15	

Notation:
MKTG 1103 & BA 1113 are only offered in Spring Semester

Estimated Program Cost: Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at: 15 credit-hours x \$127.25 per credit hour = \$ 1,908.75 (Please know that the final costs will vary from this estimate).