

<p>Certificate in Occupational Skills Division of Business and Technology</p>	<p>Program Code: (072) Minimum Ret/Grad GPA 2.00 Minimum Total Hours 16 Minimum Resident Hours6</p>
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GENERAL EDUCATION REQUIREMENTS (3 HOURS)	MAJOR REQUIREMENTS (13 HOURS)
<p>General Education Courses <i>(Select All)</i> ___ ENGL 1113 Freshman Composition</p>	<p>Required Courses 13 hours <i>(Select All)</i> ___ CS 1103 Microcomputer Applications ___ SPCH 1113 Intro to Speech Communication ___ MKTG 2103 Principles of Marketing¹ ___ BA 1113- Customer Service ¹ ___ COED1111 Supervised Work Experience</p>
<p>Totals: ----- Credit Hours: 3</p>	<p>Totals: ----- Credit Hours: 13</p>

Notation:

¹MKTG 2103 & BA 1133 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: 16 credit-hours x \$127.25 per credit hour = \$ 2,036.00 (Please know that the final costs will vary from this estimate).

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.