

Business Applications (Certificate)

Curriculum Code: 0981

Semester Hours Required for Graduation: 30

This program provides students with the basic skills needed for entry-level positions in business, government, and industry. It is suggested as preparation for the keyboard specialist civil service examination. This program is appropriate for evening students.

ACADEMIC PREPARATION:

12th-grade reading level is required. (A score of 80 or higher on the placement exam is required.)

Competency in mathematics fundamentals is required: Elementary Algebra is recommended.

LIBERAL ARTS REQUIREMENTS

0 Semester Hours

PROGRAM REQUIREMENTS

30 Semester Hours

AC 101	Financial Accounting	3
BU ELE	Business Electives	12
MA 103	Business Mathematics	3
CI ELE	Computer Information Electives	12
Grand Total		30

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SUGGESTED PROGRAM SEQUENCE

<i>1st Semester</i>			<i>2nd Semester</i>		
BU ELE	Business Electives	6	AC 101	Financial Accounting	3
MA 103	Business Mathematics	3	BU ELE	Business Electives	6
CI ELE	Computer Information Electives	6	CI ELE	Computer Information Electives	6
Total		15	Total		15

Career Opportunities: Office clerk, office typist, word processing operator, word processing specialist, receptionist, data entry clerk, office services assistant.