

BUSINESS FUNDAMENTALS, CERTIFICATE OF TECHNICAL STUDIES

This program is designed to serve as a training and skill building program for students seeking to gain access to careers in the field of office administration.

Code	Title	Hours
Major Courses ¹		
BUSN 1100	Introduction to Business	3
BUSN 1175	Customer Service,Sales,Skills	3
BUSN 1330	Personal Finance	3
BUSN 2100	Management	3
BUSN 2400	Business Communication	3
BUSN elective		3
Total Hours		18

¹ Must earn a grade of "C" or better in each major course

BUSN Electives

Code	Title	Hours
BUSN 1600	Word Processing	3
BUSN 1610	Spreadsheets	3
BUSN 1620	Presentations	3
BUSN 1630	Databases	3
BUSN 1640	DataTasking,Email,Collaboratio	3
BUSN 2600	Advanced Word Processing	3
BUSN 2610	Advanced Spreadsheets	3
BUSN 2620	Advanced Databases	3
BUSN 2630	MS Windows OS Fundamentals	3
BUSN 2640	Networking & Security Fund.	3
BUSN 2650	Web Development Fundamentals	3
BUSN 2660	Software Dev Fundamentals	3
BUSN 2670	Config. & Supporting Windows	3