

BUSINESS FUNDAMENTALS, CERTIFICATE OF TECHNICAL STUDIES

This program is serves to train and build the skills needed to gain access to careers in the field of office administration. Students can apply these skills to a wide variety of industries, including corporations, hospitals, government agencies, schools, and Civil Service. Students can apply these courses to the Associate of Applied Science in Business Management, Business Administration concentration.

Outcomes for Business Fundamentals CTS

After completing this program, students will also be able to:

- Communicate professionally both orally and in writing
- Explain how to resolve conflicts at the workplace both with external and internal stakeholders
- Explain the functions of management
- Explain the importance of teamwork and effective communication in a business environment

| Code | Title | Hours |
|-----------------------------------|--------------------------------|-----------|
| Major Courses ¹ | | |
| BUSN 1100 | Introduction to Business | 3 |
| BUSN 1175 | Customer Service,Sales,Skills | 3 |
| BUSN 2100 | Management | 3 |
| ENGL 1010 | English Composition I | 3 |
| or ENGL 1011 | English Composition I with Lab | |
| BUSN 2400 | Business Communication | 3 |
| Approved Elective | | 3 |
| BUSN 1150 | Survey of Microcomputer App | |
| BUSN 1400 | Business Math with Excel | |
| BUSN 1600 | Word Processing | |
| BUSN 1610 | Spreadsheets | |
| BUSN 2610 | Advanced Spreadsheets | |
| BUSN 1620 | Presentations | |
| OADM 1500 | Administrtrv Office Procedures | |
| ACCT 1100 | Fundamentals of Accounting | |
| ACCT 2400 | Principles of Fin Accounting | |
| OFCR 1450 | Speed-Building Strategies | |
| OFCR 2100 | Advanced Typing | |
| OFCR 1400 | College Keyboarding | |
| Total Hours | | 18 |

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