

This program provides students with the skills and knowledge needed for employment in entry level positions such as office specialists, support services specialist and general business office support. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

If you need additional information after seeing an advisor, please send an email to BCCInfo@SJRstate.edu.

CERTIFICATE SPECIFIC COURSES:

ACG	2021C	Principles of Financial Accounting	3
CGS	1100	Microcomputer Applications Software.....	3
GEB	1011	Introduction to Business.....	3
+	GEB 2214	Business Communications	3

REQUIRED TOTAL CREDIT HOURS 12

+Prerequisite course required. See course descriptions in catalog.

