

BUSINESS SPECIALIST (0428)

COLLEGE CREDIT CERTIFICATE



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:

CGS 1100 Microcomputer Applications Software.....3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) IN ACCOUNTING OR FINANCE 3

+ ACG 2021C Principles of Financial Accounting3

+ ACG 2071 Principles of Managerial Accounting3

+ ACG 2450 Computer Accounting Applications3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) IN BUSINESS COMMUNICATIONS/WRITING 3

+ ENC 2210 Technical Writing and Professional Report Writing3

+ GEB 2214 Business Communications3

CHOOSE ONE OF THE FOLLOWING COURSES (3 CREDITS) FROM ANY OF THE SPECIALIZATIONS BELOW 3

BANKING SPECIALIZATION

ECO 2013 Principles of Macroeconomics.....3

ECO 2023 Principles of Microeconomics.....3

FIN 2231 Money, Banking, and International Finance3

FIN 1100 Personal Finance.....3

SALES/CUSTOMER SERVICE SPECIALIZATION

MAR 2011 Principles of Marketing.....3

MKA 2511 Advertising3

MKA 2021 Personal Selling.....3

MANAGEMENT SPECIALIZATION

MAN 2021 Principles of Management3

GEB 2350 Introduction to International Business3

MAN 2300 Introduction to Human Resource Management3

REQUIRED TOTAL CREDIT HOURS 12

+Prerequisite course required. See course descriptions in catalog.

