

GENERAL BUSINESS

CERTIFICATE PROGRAM

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The General Business certificate teaches basic business skills. Hours earned on this certificate may later be applied toward the General Business degree. **Tech-Prep program.**

Semester I		Hours
ACNT 1403	Introduction to Accounting I <u>OR</u>	4
ACCT 2401	Accounting Principles I (Financial) +	
BCIS 1305	Business Computer Applications	3
BUSI 1301	Business Principles	3
POFT 1301	Business English	3
POFT 1429	Beginning Keyboarding ++ <u>OR</u>	4
POFT 2401	Intermediate Keyboarding	
	Total	17
Semester II		
ACNT 1404	Introduction to Accounting II <u>OR</u>	4
ACCT 2402	Accounting Principles II (Managerial) +++	
BUSI 2301	Business Law	3
POFI 2401	Word Processing +++++	4
POFT 1421	Business Math	4
POFT 2312 *	Business Correspondence & Communication	<u>3</u>
	Total	18
	TOTAL HOURS	35

- + Students wanting to transfer this course to a four-year university should take ACCT 2401.
- ++ Students who have had previous keyboarding experience and type 40 wpm or above should take POFT 2401 instead of POFT 1429.
- +++ Students wanting to transfer this course to a four-year university should take ACCT 2402.
- ++++ Prerequisite: POFT 1429, POFT 2401 or word processing experience and approval of instructor.
- * Capstone Learning Experience.