# BUSINESS
## Technical Certificate



## Program and Career Description:

This certificate is designed to prepare students to advance in the business community by providing them basic knowledge and skills in business management. Courses from this program may be applied to the Associate of Applied Science degree in Business or General Technology.

| Career | Starting Salary | Experienced Salary Median |
|---|---|---|
| Retail Assistant Store Manager | $23,800 | $32,100 |
| Customer Service Representative | $22,000 | $26,800 |
| General Clerk | $20,200 | $24,600 |

Career and salary information taken from www.bls.gov. Check out this web site for additional information about education requirements and preferred work styles and abilities for these careers. Salaries are not guaranteed.

## Program Requirements

The Business Technical Certificate is offered in a traditional format during the day in Columbia and also in an online/hybrid format for those who prefer to complete most of their coursework at home. The online courses are in a 7-week or 15-week format, while the hybrid courses are in a 5-week, 7-week, or a 15-week format. The certificate can be completed in two semesters.

*Students may be required to take additional Learning Support courses.*

### First Semester

| | | | |
|---|---|---|---|
| ____ | BUSN 1305 | Introduction to Business | 3 |
| ____ | INFS 1010 | Computer Applications | 3 |
| ____ | BUSN 1380 | Supervisory Management | 3 |
| ____ | BUSN 1310 | Business Communications | 3 |
| | | | **12** |

### Second Semester

| | | | |
|---|---|---|---|
| ____ | BUSN 1350 | Sales and Service | 3 |
| ____ | BUSN 2370 | Legal Environment of Business | 3 |
| ____ | BUSN 2380 | Principles of Marketing | 3 |
| ____ | ACCT 1010 | Principles of Accounting I | 3 |
| ____ | Elective* | | 3 |
| | | | **15** |

**Total Credit Hours 27**

**Requirements for Certificates include:**
- Total certificate hours must be at least 27
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in courses required for the certificate.
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**For more information contact:**
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**or**
**Science, Technology & Math Division office at 931.540.2710**

*Note: An elective can be any college-level course. BUSN/CITC courses are strongly recommended.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at http://www.columbiastate.edu/IR/Gainful%20Employment/Business/gedt.html

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