

Business Essentials Certificate

Program

Management and Entrepreneurship

Degree Type

Short-Term Certificate

Location

All Locations

The Business Essentials Certificate provides students with a foundation in business principles and skills needed for today's workplace, particularly in the areas of management, marketing, accounting and business communication. Upon successful completion of the curriculum and a certification exam by the A*S*K* Institute, the student will be recognized and receive industry certification in Business Essentials.

Required Courses

Item #	Title	Credits
ORI 107	STUDENT SURVIVAL SKILLS	1
BUS 215/OAD 133	BUSINESS COMMUNICATION	3
BUS 241	PRINCIPLES OF ACCOUNTING I	3
BUS 275	PRINCIPLES OF MANAGEMENT	3
BUS 276	HUMAN RESOURCE MANAGEMENT	3
BUS 285	PRINCIPLES OF MARKETING	3
Total Credits		16