

Business Technology: Academic Subject Certificate

Description

The Academic Subject Certificate in Business Technology will provide Associate in Arts students with an opportunity to focus their elective studies on acquiring business technology skills. Students interested in exploring business or business education as possible majors at four-year institutions can take these courses while earning their AA degree. Students also will have the opportunity to show potential employers they have business technology skills improving their chances of getting a job. Students holding this certificate will also be able to present themselves as receiving specialized training in business technology, which will greatly enhance their employment potential and admission into four-year business programs.

Program Learning Outcomes

Upon completion of the program, students will be able to do the following:

- Provide students with skills and competencies essential for successful completion of a baccalaureate degree.
- Identify and respond to customer needs by applying professional behaviors and ethical standards in the workplace.

Program: [Business Technology](#)

Type: Academic Subject Certificate (ASC)

Required Courses

Item #	Title	Credits
	BUSN 121 OR BUSN 123	3
BUSN 166	Professional Employment Preparation	1
BUSN 164	Career Success	3
	BUSN 188 OR BUS 250 OR MATH 103 or higher (STEM) OR MATH 115	3
BUSN 170	Records and Information Management	3
BUS 101	Business Information Systems	3
MGT 121	Service Excellence	3
	Sub-Total Credits	19
	Total credits:	19