



**GENERAL BUSINESS
Certificate Program**

Career Curriculum
Certificate Program
Minimum Hrs. 17
Major Code: 1.2 520101R

FIRST YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 116 Keyboarding I ¹	3	—
BUS 127 Electronic Calculating	1	—
SPE 116 Interpersonal Communication	<u>3</u>	—
	7	

SECOND YEAR – FALL SEMESTER

Dept. No.	Hrs.	Gr.
BUS 110 Introduction to Business	3	—
BUS 138 Employment Strategy	1	—
CIS 101 Introduction to Computers OR CIS 207 Computer Applications	3	—
MAT 113 Introduction to Contemporary Mathematics OR BUS 111 Business Mathematics	<u>3</u> 10	—

¹ Proficiency exam is available for BUS 116 (requiring 40 wpm with no more than three errors on a three-minute straight-copy timing) for students entering the program with a sound background in keyboarding. See your advisor or the chairperson of the Business Department for information.

*John A. Logan College reserves the right to modify this curriculum guide as needed.
Please verify with your academic advisor the accuracy and time lines of this document.*

Effective Date: Fall 2008