

# Business Specialist (0428)

COLLEGE CREDIT CERTIFICATE

This program provides students with the skills and knowledge needed for employment in entry level positions such as office specialists, support services specialist and general business office support. This program is also designed to provide supplemental training for persons previously or currently employed in these areas who need to upgrade their skills.

This program will also enhance the knowledge and competencies of those presently employed.

This program is an intermediate step toward the Associate in Science degree in Business Administration.

For additional information, call (386) 312-4183.

## **CERTIFICATE SPECIFIC COURSES:**

BUL	1241	Business Law I .....	3
CGS	1100	Microcomputer Applications Software .....	3
FIN	1100	Personal Finance .....	3
GEB	1011	Introduction to Business .....	3

**REQUIRED TOTAL CREDIT HOURS .....**12