

Business Foundations

Program

Business

Degree Type

CTE Short-Term Certificate (STC)

Note:

- Classes may be taken in any semester if prerequisites are met.
- OAD 101* may be challenged

First Term

Item #	Title	Credits
OAD 101	BEGINNING KEYBOARDING	3
OAD 131	BUSINESS ENGLISH	3

Second Term

Item #	Title	Credits
BUS 215	BUSINESS COMMUNICATION	3
CIS 146	MICROCOMPUTER APPLICATIONS	3
Total Credits		12