

BUSINESS

Technical Certificate



Program and Career Description:

This certificate is designed to prepare students to advance in the business community by providing them basic knowledge and skills in business management. Courses from this program may be applied to the Associate of Applied Science degree in Business or General Technology.

How is the Job Market?

Check out www.jobs4tn.gov website for information about job descriptions, education requirements and abilities, and supply and demand for these careers. For additional information from a national perspective, go to Bureau of Labor Statistics, U. S. Department of Labor on the internet at www.bls.gov. Visit the [Occupational Outlook Handbook](#) on this website. Salaries are not guaranteed.

Program Requirements

The Business Technical Certificate is offered in a traditional format during the day in Columbia and also in an online/hybrid format for those who prefer to complete most of their coursework at home. The online courses are in a 7-week or 15-week format, while the hybrid courses are in a 7-week, or a 15-week format. The certificate can be completed in two semesters.

Requirements for Graduation include:

- Total certificate hours must be at least 27
- earning 25% of total program credits in residence at Columbia State.
- GPA of at least 2.0 in courses required for the certificate.

**For more information contact:
Meredeth McCoy at
mmccoy@columbiastate.edu or
931.540.2698**

**or
Science, Technology & Math Division office
at 931.540.2710 or stm@columbiastate.edu**

For more information about our graduation rates, the median debt of students who completed the program and other important information, please review [Gainful Employment Disclosures](#) found on the website at www.columbiastate.edu/consumer-information for this certificate.

Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action educational institution.
CoSCC- BUS-CER-02-01-20



Student ID: _____
Student Name: _____
Adviser Name: _____

Catalog: 2020-2021 Catalog and Student Handbook
Program: Business Technical Certificate
Minimum Credits Required: _____

Business Technical Certificate

This certificate is designed to allow students to gain entry-level proficiency in specific skills.

Sample Academic Plan - Total Credit Hours: 27

Program Requirements - Students may be required to take additional Learning Support courses. Courses cannot be used more than once to satisfy program requirements.

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First Semester - Credit Hours: 12

Course Name	Credits:	Term Taken	Grade	Gen Ed
BUSN 1305 - Introduction to Business	Credits: 3			
INFS 1010 - Computer Applications	Credits: 3			
BUSN 1380 - Supervisory Management	Credits: 3			
BUSN 1310 - Business Communications	Credits: 3			

Second Semester - Credit Hours: 15

Course Name	Credits:	Term Taken	Grade	Gen Ed
BUSN 1350 - Sales and Service	Credits: 3			
BUSN 2370 - Legal Environment of Business	Credits: 3			
BUSN 2380 - Principles of Marketing	Credits: 3			
ACCT 1010 - Principles of Accounting I	Credits: 3			
Elective 3hrs - (an elective can be any college-level course) (BUSN/CITC courses are highly recommended)	Credits: 3			

Note(s):

Requirements for Certificates Include:

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2. earn 25% of total program credits in residence at Columbia State
3. earn a GPA of at least 2.0 in courses required for the certificate.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please review Gainful Employment Disclosure for this certificate.

Students and advisors should run a degree audit from myChargerNet each semester to confirm classes are applicable to the program of study.

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