

GENERAL BUSINESS (BUSCT)

30-Hour Certificate



This course of study is designed to improve skills in order that students are prepared for an entry level position in the business industry.

Recommended Course Sequence:

First Semester: BE100, BE152, BE160, BE210

Second Semester: BE121, MG101

General Education Required Courses 9 cr

<i>Communication Requirement</i>		6
___CM101 English Composition I (3 cr)		
___CM115 Public Speaking (3 cr)		
<i>Mathematics Requirement</i>		3
___MA105 Survey of Math or		
___MA110 Intermediate Algebra or		
___Mathematics General Education Course		

First Semester:

Required Courses 18 cr

___BE100 Introduction to Business	3
___BE121 Business Communications	3
___BE152 Salesmanship	3
___BE160 Business Accounting or	
___BE161 Accounting I	3
___BE210 Leadership Development	3
___MG101 Management Principles	3

Second Semester:

Elective Courses * 3 cr

___BE115 Business Mathematics	3
___BE153 Personal Finance	3
___BE154 Business Law	3
___BE155 Marketing	3
___BE161 Accounting I	3
___BE162 Accounting II	3
___BE165 Computerized Accounting	3
___BE166 Payroll Accounting	3
___BE185 Human Resources Management	3
___BE188 Principles of Advertising	3
___CA221 Job Search	1
___CS108 Computer Applications	3
___MG102 Small Business Management	3

Anticipated Completion _____ Total Hours _____

Minimum 30 credit hrs. with minimum GPA 2.0.

Credits Required 30

*All electives should be selected with assistance from an advisor. Substitutions must be approved by the department chair.



There are many factors to consider when picking the college and the degree that are the best match for you. Explore: ksdegreestats.org to learn more about the specific costs of each undergraduate degree program offered in Kansas, and the earnings those graduates are making today.