

Office Communications Certificate (2610)

Course	Title	Credit Hours
First Semester		
BUSM 1300	Introduction to Business	3
COMM 1000	Effective Public Speaking	3
ENGL 1110 or ENGL 1111	English Composition I (A) ¹ or English Composition I (B)	3
ITIS 1000 or ITIS 1005	Basic Computer Skills or Computer Essentials	1-3
MATH 1040	Applied Business Mathematics	2
Credit Hours		12-14
Second Semester		
BUSM 1330	Business Ethics	3
BUSM 2000	Principles of Management	3
BUSM 2300	Human Resource Management	3
BUSM 2400	Business Communication	3
Credit Hours		12
Total Credit Hours		24-26

¹ English course selection is based on placement test results (ENGL 1111 English Composition I (B) is 4 credits, only 3 credits apply to the certificate).