

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.

Career	Entry-Level Pay	Median Pay	Experienced Pay
Customer Service Representative	\$20,720	\$29,570	\$38,030
General Clerk	\$20,270	\$29,650	\$38,180
First-Line Supervisors of Retail Sales Workers	\$24,880	\$36,760	\$50,150

Career and salary information taken from JOBS4TN.GOV. Check out this website for additional 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 5-week, 7-week, or a 15-week format. The certificate can be completed in two semesters.

Students may be required to take additional Learning Support courses.

First Semester

___ BUSN 1305	Introduction to Business	3
___ INFS 1010	Computer Applications	3
___ BUSN 1380	Supervisory Management	3
___ BUSN 1310	Business Communications	3
		12

Second Semester

___ BUSN 1350	Sales and Service	3
___ BUSN 2370	Legal Environment of Business	3
___ BUSN 2380	Principles of Marketing	3
___ ACCT 1010	Principles of Accounting I	3
___ Elective*		3
		15
		Total Credit Hours 27

*Note: An elective can be any college-level course. BUSN/CITC courses are strongly recommended.

For more information about our graduation rates, the median debt of students who completed the program and other important information, please visit our web site at <https://www.columbiastate.edu/docs/default-source/financial-aid-forms/gainful-employment/business--52-0201-gedt.pdf?sfvrsn=2>

Requirements for Certificates 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:

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or

Science, Technology & Math Division office at 931.540.2710



Columbia State Community College, a Tennessee Board of Regents institution, is an equal opportunity, affirmative action institution.
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