Degree: **Certificate** **Major:** **Occupational Skills** Division: Business and Technology	Program Code: (072, OCCS.CERT) Minimum Ret/Grad GPA . . . . 2.00 Minimum Total Hours 16

GENERAL EDUCATION REQUIREMENTS (3 HOURS)	MAJOR REQUIREMENTS (13 HOURS)
General Education Courses *(Select All)* ___ ENGL 1113 Freshman Composition	**Required Courses 13 hours** *(Select All)* ___ CS 1103 Microcomputer Applications ___ SPCH 1113 Intro to Speech Communication ___ MKTG 2103 Principles of Marketing[1] ___ BUS 1133- Customer Service [1] ___ COED 1111 Supervised Work Experience
Totals: -- - - - Credit Hours: 3	Totals: - Credit Hours: 13

Notation:

[1]MKTG 2103 & BUS 1133 are only offered in Spring Semester

Estimated Program Cost: Students can complete this degree in 1 or 2 semesters The estimated cost of this program is approximated at:
16 credit-hours x $136.50 per credit hour = $ 2,184.00   (Please know that the final costs will vary from this estimate).

Students are required to complete the following courses. Students who complete a certificate are prepared enter the workforce. Students should check with their academic advisor for consultation on course sequencing and availability. Students may refer to the 4-semester by semester program planning guide to understand course sequencing.