

Curriculum Evaluation

Business

Certificate of Program Completion (Catalog Year: 2026, Required Hours: 900, Credits: 30)

Core (Required Hours: 570, Credits: 19)

<i>Business (Required Hours: 570, Credits: 19)</i>		Credits	Hours	Modules	Prerequisite Course Number(s)
TEBP 1000	Financial Principles	3.00	90.00	1	
TEBP 1100	Digital Literacy	2.00	60.00	1	
TEBP 1130	Word Processing	2.00	60.00	1	
TEBP 1140	Spreadsheets	2.00	60.00	1	
TEBP 1200	Professionalism	3.00	90.00	1	
TEBP 1500	Business English	1.00	30.00	1	
TEBP 1550	Business Communication	3.00	90.00	1	
TEBP 1840	Business Productivity	3.00	90.00	1	

Electives (Required Hours: 330, Credits: 11)

<i>Business (Required Hours: 330, Credits: 11)</i>		Credits	Hours	Modules	Prerequisite Course Number(s)
TEBP 1150	Presentations	2.00	60.00	1	
TEBP 1300	Accounting I	2.00	60.00	1	
TEBP 1350	Computerized Accounting	3.00	90.00	1	
TEBP 2110	Google Drive	1.00	30.00	1	
TEBP 2130	Advanced Word Processing	2.00	60.00	1	
TEBP 2140	Advanced Spreadsheets	2.00	60.00	1	
TEBP 2160	Database	2.00	60.00	1	
TEBP 2190	Email Applications	2.00	60.00	1	
TEBP 2300	Accounting II	2.00	60.00	1	
TEBP 2320	Accounting III	2.00	60.00	1	
TEBP 2390	Accounting Capstone	1.00	30.00	1	
TEBP 2410	Financial Planning	2.00	60.00	1	
TEBP 2610	Social Media Marketing	2.00	60.00	1	
TEBP 2760	Introduction to Sales	1.00	30.00	1	
TEBP 2770	Sales Techniques and Presentations	2.00	60.00	1	
TEBP 2810	Advanced Keyboarding	1.00	30.00	1	
TEBP 2890	Administrative Capstone	1.00	30.00	1	
TEBP 2900	Business Externship	2.00	90.00	1	

Additional Electives (Required Hours: 0)

<i>Business (Required Hours: 0)</i>		Credits	Hours	Modules	Prerequisite Course Number(s)
TEBP 0000	Business Orientation	-	1.00	1	