

Certificate of Proficiency (COP)**General Business**

The General Business Certificate Program prepares students for entry-level employment in a variety of business support positions. The program generally can be completed within one academic year. Students may enter the program in the fall, winter or spring quarter.

Certificate Requirements

- **Communications:**
5 credits - ENGL& 101 English Composition I OR BUS 119 Business Communications.
- **Quantitative Skills:**
5 credits – BUS 104 Business Math Applications OR MATH 088/089 Pre-College Math II.
- **Human Relations / Social Science**
5 credits – BUS 144 Management of Human Relations.

Program Requirements

ACCT 101	Intro to Accounting Concepts	5
BTEC 146	PowerPoint Fundamentals	1
BTEC 149	Internet Fundamentals	1
BUS& 101	Introduction to Business	5
BUS 150	Customer Service/Management	5
BUS 165	Salesmanship	5
CS 110	Intro to Microcomputer Apps	3
BTEC 131 (was CS 121)	Intro to Spreadsheets	5

Total credits required to earn this certificate: 45

Students completing this program should acquire the following skills and abilities:

- Articulate the relationship between human behavior, customer service, and business outcomes.
- Perform basic bookkeeping and accounting tasks using spreadsheets and industry standard accounting software.
- Compose written business documents, including email and reports, using industry standard software.
- Identify the relationships between business functions, such as accounting, marketing, purchasing, human resources, and operations management.
- Communicate professionally in writing and speaking as appropriate to a business work environment (GS Communication).
- Apply objective, valid methods of inquiry and problem solving to draw rational, ethical, and coherent conclusions (GS Critical Thinking).
- Apply mathematical information to make decisions and solve problems in business (GS Numeracy/Quantitative Literacy).
- Interact effectively with individuals and groups (GS Interpersonal Relations).

Revised October 2019 (Effective Winter 2020)

Planner

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1st Quarter			2nd Quarter			3rd Quarter			Quarter		
√	Courses	Crs	√	Courses	Crs	√	Courses	Crs	√	Courses	Crs
	BUS 104 (F,Sp)	5		BUS& 101 (A)	5		ACCT 101 (F,W,Sp)	5			
	ENGL& 101 (A) OR BUS 119 (F,W)	5		BUS 144 (A)	5		BUS 150 (F,W,Sp)	5			
	BTEC 149 (A)	1		BUS 165 (W)	5		BTEC 131 (A)	5			
	CS 110 (A)	3									
	BTEC 146 (A)	1									
Total:		15	Total:		15	Total:		15	Total:		

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Notes:

This is a tentative schedule. Students may adjust the credit load according to their needs. The sequence should stay approximately as listed above even though there is some flexibility. Consult an advisor if you have any questions.

Legend:

- A - Course usually offered all quarters.
- F - Course usually offered Fall Quarter.
- W - Course usually offered Winter Quarter.
- Sp - Course usually offered Spring Quarter.
- S - Course usually offered Summer Quarter.