



CERT

**Business
2020-2021**

**Financial Services
26 credits**

Date of update: 5/14/2019

Program Coordinator/Advisor:

Toni Clough

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Program Prerequisites: See requirements needed for first term classes.

Possible Term Plan	Course Number	Course Title	Credits	Terms	Prerequisites/Notes
Term 1	BA 101	Introduction to Business	4	F,W,S,Su	None
	BA 165	Customer Service	3	F,S,Su	None
	CIS 120	Intro to Computer Information Systems	4	F,W,S,Su	None
	OA 131	Ten-Key Calculator	1	F	None
	CWE 161	CWE Seminar I	1	F,S,Su	None

Term 2	BA 116	Principles of Financial Services	4	W	None
	BA 214	Business Communications	3	F,W,Su	WR 115 or above or Instructor Approval
	BA 218	Personal Finance	3	W	None
	SP 218 OR SP105	Interpersonal Communication OR Listening	3	W,S OR W,S,Su	WR 095 with a grade of C or better or placement by approved measure

Approved Electives	Course Number	Course Number/Title	Credits	Terms	Prerequisites/Notes

Advising Notes	30 net wpm with 95% or better accuracy. Scheduling requirements may prevent all courses from being offered
	every term. Consultation with an advisor is critical to student's selection of courses. Please see an advisor for a
	degree planning worksheet for this program. *a grade of C or better

Required/ Recommended Equipment and Software	