

Program supervised by:

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Business Skills

Certificate Program

The Business Skills Certificate provides opportunities for students to complete basic study in business with a concentration in a selected career skills area. The program is designed to provide students with timely and valuable employment skills in demand by employers.

Students may complete the program in one year, depending on the exact sequence of courses chosen or take longer if they wish. Courses are offered day, evening or online. Some courses are not offered every semester. All students must complete the core requirements below, and then complete at least an additional 15-credit concentration in their selected career skills area. With proper planning and advisement, students may be able to apply most of the credits earned towards an Associates degree in Business.

Core Degree Requirements

	Credits
BUS 100, 111 or 108 Accounting I or Financial Accounting or	
Accounting for a Service Business	4
BUS 109 Workplace Readiness	1
BUS 112 Quantitative Business Methods	3
BUS 118 Business Law I	3
BUS 141 Marketing	3
TOTAL CORE CREDITS	14

Concentration In Accounting

Courses	Credits
<i>Choose 15 credits from the following:</i>	
BUS 101 Accounting II	4
BUS 188 Income Tax I.....	3
BUS 200 Intermediate Accounting I.....	4
BUS 205 Cost Accounting	4
BUS 210 Managerial Accounting.....	4
BUS 275 Accounting Information Systems.....	4
CST 105 Computer Applications	3
TOTAL CERTIFICATE CREDITS	29-30

Concentration In Customer Service

Courses	Credits
<i>Choose 15 credits from the following:</i>	
BUS 129 Consumer Behavior	3
BUS 152 Selling Fundamentals	3
BUS 181, CST105 or BIT Elective.....	3
BUS 214 Customer Service	3
BUS 267 Retailing in a Service Economy	3
BUS 269 Business Reports and Computer Communications.....	3
BUS297 Cooperative Work Experience	3
TOTAL CERTIFICATE CREDITS	29

Concentration In Financial Services

Courses	Credits
BUS 131 Personal Finance	3
BUS 135 Investments	3
BUS 172 NYS Life, Accident, and Health Pre Licensing	2
BUS 183 Securities Training 6/63	3
BNK 184 Banking Practicum OR	
BUS 184 Securities Practicum	4
TOTAL CERTIFICATE CREDITS	29

Concentration In Food Service Supervisor

Courses	Credits
BHM 110 Sanitation and Safety	3
BHM 201 Hotel/Restaurant Internship I	3
BHM 216 Quantity Food Production	3
BHM 235 Hotel/Restaurant Cost Control	4
BUS 248 Human Resource Management.....	3
TOTAL CERTIFICATE CREDITS	30

Program Entrance Requirements: Satisfactory completion of the writing, reading and mathematics placement test. Students may be required to take additional coursework in these areas depending on the placement test results.