

The Technical Certificate (T.C.) in Business Operations provides a foundation in basic business concepts.

Students will be prepared for employment in a variety of business environments.

<input checked="" type="checkbox"/> Task
<input type="checkbox"/> Explore career resources at fscj.edu/student-services/career-development .
<input type="checkbox"/> Meet with your advisor each term.
<input type="checkbox"/> Satisfy the technical certificate graduation requirements.

Articulation

This certificate articulates directly into the Business Administration (2213) (A.S.) degree. Contact an advisor to determine the career education path that is best for you.

Important for You to Know

This academic roadmap does not include **developmental education courses** in reading, writing, and/or mathematics that you may be required to take. Students who place into developmental education courses are required to complete designated developmental education courses with a grade of C or higher regardless of program of study. In addition, it does not include **MAT 1033: Intermediate Algebra**, which, for many students, is a prerequisite course for MAC 1105.

Advising

(904) 381-3704 or asbusiness@fscj.edu.

Sample Roadmap

This roadmap provides general guidance about required courses. For specific guidance about your individual academic degree plan, please see an advisor. Also refer to the College Catalog and class schedules for additional information. **Full-time students will refer to the term-by-term recommendations, and part-time students will take courses in the order listed.**

A minimum grade of C or higher must be achieved in all professional courses.

Term 1

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	ENC 1101: English Composition I or ENC 1101C: English Composition I Enhanced	3	All
<input type="checkbox"/>	GEB 1011: Introduction to Business	3	All
<input type="checkbox"/>	CGS 1100C: Microcomputer Applications for Business and Economics	3	All

Term

<input checked="" type="checkbox"/>	Course: Course Title	Credit Hours	Terms Offered
<input type="checkbox"/>	BUL 2131: Business Law I – The Legal Environment of Business	3	All
<input type="checkbox"/>	ACG 2021: Financial Accounting	3	All
<input type="checkbox"/>	ECO 2013: Principles of Economics	3	Varies

Total Program Credit Hours

The **Business Operations** T.C. program requires a **minimum of 18 credit hours**. Total program hours may vary based on the student's individual degree plan. Please see an advisor for individual guidance. This program **is not eligible** for financial aid.

Program Learning Outcomes

Upon completing this program, students will be able to demonstrate proficiency in the following program learning outcomes:

- Analyze, record, and report financial information for external users in accordance with accounting principles, government regulations, and professional standards.
- Analyze and report internal business and financial information.
- Demonstrate proficiency in understanding economic data as it is used in the business environment.
- Demonstrate proficiency in basic understanding of legal reasoning and ethical thinking.
- Demonstrate an understanding of basic managerial skills used in business today. Included in this outcome will be human resource management, operations management, and organizational behavior.
- Understand the fundamentals of marketing and demonstrate proficiency in the use of the four P's of marketing.