

About the Program

The Technical Certificate (T.C.) in Business Specialist provides the basic foundation in business concepts needed for entry-level positions in a variety of business environments.

Program Requirements

This program requires a **minimum of 12 credit hours**. Total program hours may vary based on the student's individual academic plan. This program is **not eligible** for financial aid.

Students in this certificate program **are not required** to complete math courses unless they are listed as part of the certificate program. If you plan to pursue the degree program in this same field, please note that **this certificate articulates directly into the Business Administration (2213) (A.S.) degree**, which includes an **Algebra Through Calculus math pathway**. This pathway is intended for students whose academic program requires a foundation of algebra, followed by a sequence of courses that may lead to calculus. To learn more about the Business Administration A.S. degree, visit fscj.edu/academics/programs/as/2213.

Placement Testing

College placement testing assesses incoming students' skill levels in English, mathematics, and reading. Students are exempt from placement testing if they meet any of the following conditions:

- Entered the ninth grade in a Florida public school in 2003 or after and graduated from a Florida Public High school with a standard high school diploma.
- Are currently serving as an active-duty member of any branch of the U.S. Armed Services.
- Have received an A.A., A.S., A.A.S. or higher from an accredited institution.
- Have completed college-level courses in English and mathematics.
- Have completed upper-level developmental courses in English/Reading and Mathematics.
- Are a Transient student (Florida Shines or transient letter from home institution is required).

All other students in this program must take a placement test. 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 and are also required to take one of two student success strategies courses. For additional information, visit catalog.fscj.edu/academics/developmental-education-programs or speak with an advisor.

Technical Certificate Graduation Requirements

- ☐ Fulfill all academic requirements for the chosen program of study as outlined in the Florida State College at Jacksonville catalog and curriculum.
- ☐ Earn minimum prescribed semester hours for the chosen program of study with a cumulative grade point average of 2.0 (C) on a 4.0 scale on all courses that apply to the chosen program of study.
- ☐ Complete a minimum of 25 percent of the total hours required for the program in residence at Florida State College at Jacksonville. Credit by examination and credit for prior learning do not count toward this residency requirement.
- ☐ Fulfill all obligations, financial or otherwise, to the College before graduating.

Catalog Year

This document is prepared for students with a **2025-26 College Catalog year** who have not tested into developmental education courses. **Students who enter under the 2025-26 catalog** will be assigned to the degree or certificate requirements in effect during the 2025-26 academic year. The student's assigned catalog year will remain in effect as long as the student maintains continuous enrollment. Changes to requirements as mandated by law or by rule of the District Board of Trustees may supersede this provision.

To maintain continuous enrollment, a student must have registration for, and successful completion of, at least one course within a three-term period. After three consecutive terms of no enrollment, the student will be discontinued from the current program of study and will need to apply to FSCJ to reenter under the same program of study. Upon readmission, the student will be assigned to the current catalog of record in the chosen program.

Curriculum

All courses in this program must be completed with a grade of C or higher.

Sample Roadmap

This sample roadmap shows one possible pathway to program completion and may not be appropriate for all students. **Terms Offered** are subject to change. Please verify course availability at fscj.edu/schedules. Prior to enrolling in classes, please meet with an advisor for specific guidance about your individual academic plan.

Term 1: Fall, Spring or Summer

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| ☐ <i>Select from</i> ENC 1101 - English Composition I or ENC 1101C - English Composition I Enhanced , Credit Hours: 3-4.
<i>Terms Offered:</i> Fall, Spring, Summer. | Grade Earned: _____ |
| ☐ GEB 1011 - Introduction to Business , Credit Hours: 3. <i>Terms Offered:</i> Fall, Spring, Summer. | Grade Earned: _____ |
| ☐ CGS 1100C - Microcomputer Applications for Business and Economics , Credit Hours: 3. <i>Terms Offered:</i> Fall, Spring, Summer. | Grade Earned: _____ |
| ☐ ACG 2021 - Financial Accounting , Credit Hours: 3. <i>Terms Offered:</i> Fall, Spring, Summer. | Grade Earned: _____ |

Course Requirements

Prerequisites, corequisites, and conditions for any course are subject to change. Students must meet the prerequisite and corequisite requirements of any course at the time the student attempts to register for that course. If you have questions about the prerequisites, corequisites, or conditions for a course, please contact any academic advisor.

Professional Courses

Complete either [ENC 1101](#) or [ENC 1101C](#) and complete all other listed courses.

ACG 2021 - Financial Accounting, Credit Hours: 3. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None. [Terms Offered](#): Fall, Spring, Summer.

GEB 1011 - Introduction to Business, Credit Hours: 3. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None. [Terms Offered](#): Fall, Spring, Summer.

CGS 1100C - Microcomputer Applications for Business and Economics, Credit Hours: 3. [Prerequisite\(s\)](#): None. [Corequisite\(s\)](#): None. [Conditions](#): None. [Terms Offered](#): Fall, Spring, Summer.

ENC 1101 - English Composition I, Credit Hours: 3. *State Core course.* [Note](#): Select from ENC 1101 or ENC 1101C. [Prerequisite\(s\)](#): Satisfactory score on the placement test for non-exempt students only. [Corequisite\(s\)](#): None. [Conditions](#): This course fulfills the Gordon Rule writing requirement and must be completed with a grade of C or higher pursuant to State Board of Education Rule 6A-10.030. Effective Spring 2014, students who entered the ninth grade in a Florida public high school in the 2003-2004 school year, or any year thereafter, and earned a standard Florida high school diploma, or students who are serving as active duty members in any branch of the United States Armed Services, will not be required to take the common placement test (P.E.R.T.) or to enroll in developmental education at any Florida College System institution, including Florida State College at Jacksonville (per Senate Bill 1720, State Board Rule 6A-10.0315). These students shall be considered exempt from common placement testing and developmental education instruction, and may accordingly enroll directly in ENC 1101 or ENC 1101C. For placement in any communications course beyond ENC 1101 or ENC 1101C, exempt students will be required to take the common placement test. Effective Fall 2022, students who earn a grade of C or higher will be automatically awarded the digital badge in Fundamentals of Written Communication. [Terms Offered](#): Fall, Spring, Summer.

ENC 1101C - English Composition I Enhanced, Credit Hours: 4. *State Core course.* [Note](#): Select from ENC 1101 or ENC 1101C. [Prerequisite\(s\)](#): Satisfactory score on the placement test for non-exempt students only. [Corequisite\(s\)](#): None. [Conditions](#): This course fulfills category A of students' General Education requirements in Communications. The additional one-credit hour of supplemental instruction and practice will appear as an Associate in Arts elective on students' college transcripts. This course fulfills the Gordon Rule writing requirement and must be completed with a grade of C or higher pursuant to State Board of Education Rule 6A-10.030. Effective Spring 2014, students who entered the ninth grade in a Florida public high school in the 2003-2004 school year, or any year thereafter, and earned a standard Florida high school diploma, or students who are serving as active duty members in any branch of the United States Armed Services, will not be required to take the common placement test (P.E.R.T.) or to enroll in developmental education at any Florida College System institution, including Florida State College at Jacksonville (per Senate Bill 1720, State Board Rule 6A-10.0315). These students shall be considered exempt from common placement testing and developmental education instruction and may accordingly enroll directly in ENC 1101 or ENC 1101C. For enrollment in any communications course beyond ENC 1101/ENC 1101C, exempt students will be required to take the common placement test. This course is recommended for Associate in Arts degree seeking students. Associate in Science degree seeking students are advised to take ENC 1101 to avoid concerns regarding financial aid and excess hour surcharges. Effective Fall 2022, students who earn a grade of C or higher will be automatically awarded the digital badge in Fundamentals of Written Communication. [Terms Offered](#): Fall, Spring, Summer.