

Career Studies Certificate: Entrepreneurship; General Business; Hospitality

AREA: Entrepreneurship

PURPOSE: The career studies certificate will provide students with foundation skills in finance, accounting, marketing, business law and human resources required to develop and open a business.

PROGRAM REQUIREMENTS:

Course #	Title	Credits
First Semester (fall)		
BUS 116	Entrepreneurship	3
BUS 241	Business Law	3
FIN 215	Financial Management	3
ITE 115	Introduction to Computer Applications and Concepts (ITE 115 may be taken either fall or spring)	3
Total		12
Second Semester (spring)		
ACC 262	Federal Taxation II	3
BUS 205	Human Resources	3
MKT 100	Principles of Marketing	3
Total		9
Program Total		21

Students who register for the Entrepreneurship Career Studies Certificate are also encouraged to take ACC 211 in addition to ACC 262, although not a requirement.

AREA: General Business

PURPOSE: To introduce students to the essential dimensions of business operation and related concepts

PROGRAM REQUIREMENTS:

Course#	Title	Credits
ACC 211	Principles of Accounting I	3
BUS 100	Introduction to Business	3
BUS 205	Human Resource Management	3
BUS 241	Business Law I	3
ITE 115	Intro to Computer Apps & Concepts	3
MTH 120	Introduction to Mathematics	3
Total		18

Students who register for the Career Studies Certificate curricular are encouraged to explore continued educational pathways into a two-year degree program. Completion of a degree may provide opportunities for workplace advancement.

AREA: Hospitality

PURPOSE: To provide students with the skills and knowledge needed to meet employment needs of the growing hospitality sector in the Shenandoah Valley and surrounding areas.

OCCUPATIONAL OBJECTIVES: To prepare students for entry-level positions in the hospitality field.

PROGRAM REQUIREMENTS:

Course#	Title	Credits
Fall Semester		
ACC 116	Hospitality Accounting	3
AST 205	Business Communications	3
BUS 100	Introduction to Business	3
BUS 241	Business Law I	3
HRI 154	Principles of Hospitality Management	3
Total		15
Spring Semester		
AST 206	Professional Development	3
BUS 111	Principles of Supervision	3
HRI 255	Human Resource Management & Training for Hospitality and Tourism	3
MKT 100	Principles of Marketing	3
HRI 190	Coordinated Internship	2
Total		14