

264 Certificates of Completion

Program Requirements:

ACCT 331 - Intermediate Accounting I	3 hours
ACCT 332 - Intermediate Accounting II	3 hours

Total: **6 credit hours**

Contact: Business Department at (304) 462-6250

BASIC SELLING PRINCIPLES

Purpose: The overall purpose of this certificate program is to provide a study of fundamental procedures in selling and the requirements of a salesperson's job. The program will include a study of selling in our economy, behavioral force in selling, promotional mix, background for selling, industrial and retail selling and sales management. The public speaking component will serve to enhance the individual's skill in oral interaction with individuals and groups. Students who complete this certificate program will be qualified to apply for the position of salesperson, assistant salesperson, store clerk.

Prerequisite: Certificate in Basic Skills Competencies or appropriate scores (ACT, SAT, ACCUPLACER) indicating proficiency in basic skills areas of reading, writing, and mathematics.

Program Requirements:

CART 101 - Introduction to Public Speaking	3 hours
MRKT 377 - Sales Management and Technology	3 hours

Total: **6 credit hours**

Contact: Business Department at (304) 462-6250

BLUEGRASS MUSIC

Purpose: The individual who completes this certificate program will possess the appropriate skills to enable them to:

- Improve instrumental and/or vocal Bluegrass music performance techniques
- Experience performance with a Bluegrass Band
- Understand live sound and video reinforcement recording and engineering
- Understand CD and DVD recording and post editing
- Understand the concept and techniques required to organize a Bluegrass Band
- Understand the idiosyncrasies common to marketing, promoting, and booking a Bluegrass Band

Prerequisites: Certificate in Basic Skills Competencies or appropriate scores (ACT, ACCUPLACER) indicating proficiency in basic skills areas of reading, writing, mathematics. Audition and interview required prior to enrollment in certificate program.

Program Requirements:

MUSC 214 - Business of Music	2 hours
MUSC 303 - Bluegrass History I	3 hours
MUSC 304 - Bluegrass History II	3 hours
MUSC 306 - Recording and Engineering	3 hours
MUSC 308 - Recording and Engineering Lab (Audio)	1 hour
Applied Instrument	4 hours
MUSC 172/372 - Bluegrass Band Ensemble	2 hours
Electives from the following:	2 hours
MUSC 114 - Class Instruction in Voice	
MUSC 213 - Learning and Caring for Stringed Instruments	
MUSC 314 - Business of Music II	
Primary Instrumental Ensemble or Secondary Ensemble	

Total **20 credit hours**

Contact: Fine Arts Department at (304) 462-6340

BUSINESS CERTIFICATE I

Purpose: The overall purpose of this certificate program is to introduce the student to a foundation in applied business skills and knowledge. Students who successfully complete this certificate program will possess an advanced level of skill in word processing, electronic spreadsheet, and presentation software applications. Successful completers will be qualified for a variety of entry-level clerical and retail positions and will possess enhanced communication knowledge.

Prerequisite: Certificate in Basic Skills Competencies or appropriate scores (ACT, SAT, ACCUPLACER) indicating proficiency in basic skills areas of reading, writing, and mathematics.

Program Requirements:

BUSN 100 - Introduction to Business	3 hours
BUSN 118 - Office Software	3 hours
BUSN 193 - Applied Business Communications	3 hours
BUSN 197 - Work Experience (a relative work experience)	3 hours
BUSN 296 - Dimensions in Professional Development	3 hours
CSCI 101 - Contemporary Computer Applications	3 hours
CSCI 260 - Management Information Systems	3 hours

Total: **21 credit hours**

Contact: Business Department at (304) 462-6250