

BUSINESS FUNDAMENTALS

Program Description

Bismarck State College offers students training in business fundamentals for support positions in business. This certificate program provides students with training in business basics, including math, writing, speaking, and computers. Students also complete a portfolio, which is a comprehensive project that includes, preparing an up-to-date resume, job searching, and using digital tools to examine other employment-related activities.

Preparation

Students should enjoy working with software applications, be detail-oriented, and like working in an office environment. They also should be good at spelling, grammar, punctuation, and written and oral communication skills. Employers also look for customer service and interpersonal skills. High school students should study business and technology courses and English composition.

Program Requirements

Students entering these programs should have basic keyboarding skills. The program requires students have access to Microsoft Office Suite, which includes Word, Excel, Access, and PowerPoint. The software is available as a free download through the student's BSC email account. Students should take BOTE 212 during the final semester of this certificate.

Career Opportunities

Business support staff represents one of the largest occupational groups in the United States. Secretaries and administrative assistants are employed in every type of organization. Most are in service-providing industries ranging from education and health care to government and retail. Others work in corporate settings. Support staff positions can often serve as pathways to management for those interested in advancement.

Contact

701-224-5486

bsc.has@bismarckstate.edu

Degree Plans

- Business Fundamentals Program Certificate