

## BUSINESS EDUCATION – (05)

Code	Certification Area	Education	Experience	Additional Requirements/Certification
05-001	Accounting	BA/BS degree	N/A	<p><b>6 credits in (any combination):</b>                      Keyboarding                      Management/Business Organization                      Business English/Communications                      Introduction to Computers                      Business Math</p> <p><b>6 credits:</b> Accounting</p> <p><b>6 credits in (any combination):</b>                      Business Forecasting                      Software Applications                      Accounting                      Auditing                      Business Math/Finance/Recordkeeping                      Economics</p>
05-002	Administrative Assistant	High School Diploma or Equivalent	2 years of full-time practical experience as an Administrative Assistant	
05-003	Business Coach	High School Diploma or Equivalent	2 years of full-time practical experience as a Business Coach	
05-004	Customer Service	High School Diploma or Equivalent	2 years of full-time practical experience as a Customer Service Representative	
05-005	Data Entry	High School Diploma or Equivalent	2 years of full-time practical experience as a Data Entry Clerk	
05-006	Entrepreneurship	High School Diploma or Equivalent	2 years of full-time practical experience in business management	

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05-007	Human Resources	High School Diploma or Equivalent	2 years of full-time practical experience as a Human Resource Manager	
05-008	Import/Export Merchandising	High School Diploma or Equivalent	2 years of full-time practical experience managing an Import/Export business	
05-009	Leadership	High School Diploma or Equivalent	2 years of full-time supervisory experience managing staff	
05-010	Management & Marketing	BA/BS degree		<p><b>6 credits in (any combination):</b>  Keyboarding  Management/Business Organization  Business English/Communications  Introduction to Computers  Business Math</p> <p><b>6 credits:</b> Management/Marketing</p> <p><b>6 credits in (any combination):</b>  Additional Management/Marketing  Software Applications  Business English/Communications  Management Information Systems  Business Law  Entrepreneurship/Small Business Mgmt  Business Math/Accounting  Recordkeeping  Economics</p>

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05-011	Office Skills (Option 1)	BA/BS degree		<p><b>6 credits in (any combination):</b>  Keyboarding  Management/Business Organization  Business English/Communications  Introduction to Computers</p> <p><b>3 credits:</b>  Information Systems  Additional Keyboarding</p> <p><b>9 credits in (any combination):</b>  Machine Transcription  Shorthand Transcription  Software Applications  Additional Business English  Additional Communications  Additional Keyboarding  Business Math/Accounting  Recordkeeping  Economics</p>
	Office Skills (Option 2)	High School Diploma or Equivalent	5 years of full-time practical experience in general office skills including keyboarding and transcription	N/A
05-012	Project Management Professional	High School Diploma or Equivalent	2 years of full-time experience doing project management	N/A