

# Business Essentials Undergraduate Certificate Program\*

## Semester 1

### Computer Applications for Business w/Lab

Basics of networking, computing and electronic devices.

### Introduction to Business and Technology

Examining roles of major functional areas of business and interrelationships among them, organizational theories and techniques examined.

## Semester 2

### Leadership and Facilitating Change

Critical thinking skills, use information literacy to source and leverage information and communicate problem-solving techniques.

### Marketing Fundamentals

Product definition, market research, customer identification, branding, pricing and communicating the value of goods and services.

## Semester 3

### Communication for a Diverse Workplace

Creating professional documents, managing communications, conveying culturally sensitive information, diversity, equity and inclusion concepts such as bias and microaggressions.

### Data Analysis with Spreadsheets w/Lab

Analyze current business situations using current spreadsheet software to organize, analyze, and present data for business decisions.

## Semester 4

### Diversity, Equity and Inclusion in the Workplace

Ethical principles, social responsibility, legal and regulatory environments, professional codes of conduct and ethical accountability.

### Fundamentals of Accounting

Receivables, inventory, plan assets, liabilities, internal controls, ethics and regulation.

- ✓ Designed to build interdisciplinary skills critical to workplace success.
- ✓ Key disciplines that support business careers and business principles.
- ✓ Customizable with the substitution of electives.
- ✓ Fully stackable into an eligible Associates or Bachelor's degree program at DeVry\*\*
- ✓ Eligible employees can effectively manage their progress through a 14-month journey by taking only one course per session and maintaining continuous enrollment.

\*Courses may differ based on the program option and student's course selection.

\*\*At the time of application to the next credential level, an evaluation of qualifying transfer credit will occur and the most beneficial outcome will be applied.

Ready to get started on your higher education journey?

[Learn More](#) | Give us a call: 866.338.7991