Utah System of Higher Education
The Gateway, Salt Lake City, UT 84101
801-646-4784

Business

Technical Certificate (Catalog Year: 2028)

Foundational Courses (19 Credits / 570 Clock-Hours)

		Credits	Clock-Hours
TEBP 1000	Financial Principles	3	90
TEBP 1100	Digital Literacy	2	60
TEBP 1130	Word Processing	2	60
TEBP 1140	Spreadsheets	2	60
TEBP 1200	Professionalism	3	90
TEBP 1500	Business English	1	30
TEBP 1550	Business Communication	3	90
TEBP 1840	Business Productivity	3	90

Supplemental Courses Varies by Institution

Bridgerland (11 Credits / 330 Clock-Hours)

		Credits	Clock-Hours
TEBP 1150	Presentations	2	60
TEBP 1300	Accounting I	2	60
TEBP 1350	Computerized Accounting	3	90
TEBP 1650	Management Principles	2	60
TEBP 2000	Introduction to Entrepreneurship	3	90
TEBP 2130	Advanced Word Processing	2	60
TEBP 2140	Advanced Spreadsheets	2	60
TEBP 2160	Database	2	60
TEBP 2180	Intro to Adobe Suite	2	60
TEBP 2300	Accounting II	2	60
TEBP 2390	Accounting Capstone	1	30
TEBP 2640	Public Relations	2	60
TEBP 2700	Marketing in Business	2	60
TEBP 2890	Administrative Capstone	1	30
TEBP 2900	Business Externship	2	90

Davis (11 Credits / 330 Clock-Hours)

		Credits	Clock-Hours
TEBP 1150	Presentations	2	60
TEBP 1300	Accounting I	2	60
TEBP 1350	Computerized Accounting	3	90
TEBP 2110	Google Drive	1	30
TEBP 2130	Advanced Word Processing	2	60
TEBP 2140	Advanced Spreadsheets	2	60
TEBP 2160	Database	2	60

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TEBP 2190	Email Applications	2	60
TEBP 2300	Accounting II	2	60
TEBP 2320	Accounting III	2	60
TEBP 2390	Accounting Capstone	1	30
TEBP 2410	Financial Planning	2	60
TEBP 2610	Social Media Marketing	2	60
TEBP 2760	Introduction to Sales	1	30
TEBP 2770	Sales Techniques and Presentations	2	60
TEBP 2810	Advanced Keyboarding	1	30
TEBP 2890	Administrative Capstone	1	30
TEBP 2900	Business Externship	2	90
Ogden-Weber (11 Credits / 330 Clock-Hours)		Credits	Clock-Hours
TEBP 1150	Presentations	2	60
TEBP 1250	Applied Workplace Ethics	3	90
TEBP 1300	Accounting I	2	60
TEBP 1350	Computerized Accounting	3	90
TEBP 1700	Marketing I	3	90
TEBP 1750	Sales Fundamentals	2	60
TEBP 2000	Introduction to Entrepreneurship	3	90
TEBP 2140	Advanced Spreadsheets	2	60
TEBP 2300	Accounting II	2	60
TEBP 2610	Social Media Marketing	2	60
TEBP 2620	Fundamentals of Human Resources	2	60
TEBP 2630	Principles of Leadership	2	60
TEBP 2650	Project Management Essentials	2	60
TECU 1000	CRM Fundamentals	2	60
Tooele (11 Credits / 330 Clock-Hours)		Credits	Clock-Hours
TEBP 1150	Presentations	2	60
TEBP 1300	Accounting I	2	60
TEBP 1350	Computerized Accounting	3	90
TEBP 1560	Workplace Communications	2	60
TEBP 2130	Advanced Word Processing	2	60
TEBP 2145	Advanced Spreadsheets Applications	3	90
TEBP 2165	Database Applications	2	60
TEBP 2300	Accounting II	2	60
TEBP 2910	Management Externship	1	45
USU - Eastern (11 Credits / 330 Clock-Hours)		Credits	Clock-Hours
TEBP 1150	Presentations	2	60
TEBP 1300	Accounting I	2	60

TEBP 1350	Computerized Accounting	3	90
TEBP 1650	Management Principles	2	60
TEBP 1700	Marketing I	3	90
TEBP 2000	Introduction to Entrepreneurship	3	90
TEBP 2300	Accounting II	2	60
TEBP 2320	Accounting III	2	60
TEBP 2999	Business Externship	3	135
TEIT 2500	Web Business	3	90