



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

<b>Business</b>			
Certificate of Completion (Catalog Year: 2025)			
<b>Foundational Courses (21 Credits / 630 Clock-Hours)</b>			
		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 1150	Presentations	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
<b>Supplemental Courses Varies by Institution</b>			
<b><i>Bridgerland (9 Credits / 270 Clock-Hours)</i></b>			
		Credits	Clock-Hours
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 2320	Accounting III	2	60
TEBP 2350	Payroll Accounting	2	60
TEBP 2390	Accounting Capstone	1	30
TEBP 2410	Financial Planning	2	60
TEBP 2610	Social Media Marketing	2	60
TEBP 2640	Public Relations	2	60
TEBP 2700	Marketing in Business	2	60
TEBP 2890	Administrative Capstone	1	30
TEBP 2901	Special Applications	1	30
TEBP 2999	Business Externship	3	135
<b><i>Davis (9 Credits / 270 Clock-Hours)</i></b>			
		Credits	Clock-Hours
TEBP 1300	Accounting I	2	60
TEBP 1350	Computerized Accounting	3	90



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TEBP 2110	Google Drive	1	30
TEBP 2130	Advanced Word Processing	2	60
TEBP 2140	Advanced Spreadsheets	2	60
TEBP 2160	Database	2	60
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 2820	Records Management	3	90
TEBP 2890	Administrative Capstone	1	30
TEBP 2900	Business Externship	2	90
<b>Ogden-Weber (9 Credits / 270 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
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 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
TEBP 2750	Customer Relationship Management	2	60
TEBP 2821	Records Management	2	60
<b>Tooele (9 Credits / 270 Clock-Hours)</b>		<b>Credits</b>	<b>Clock-Hours</b>
TEBP 1300	Accounting I	2	60
TEBP 1350	Computerized Accounting	3	90
TEBP 2130	Advanced Word Processing	2	60
TEBP 2145	Advanced Spreadsheets Applications	3	90
TEBP 2165	Database Applications	2	60
TEBP 2190	Email Applications	2	60
TEBP 2300	Accounting II	2	60
TEBP 2400	Personal Information Management	1	30
TEBP 2810	Advanced Keyboarding	1	30



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TEBP 2910	Management Externship	1	45
<b><i>Uintah Basin (9 Credits / 270 Clock-Hours)</i></b>		<b>Credits</b>	<b>Clock-Hours</b>
TEBP 1300	Accounting I	2	60
TEBP 1650	Management Principles	2	60
TEBP 1700	Marketing I	3	90
TEBP 1750	Sales Fundamentals	2	60
TEBP 2950	Special Applications	2	60
<b><i>USU-Eastern (9 Credits / 270 Clock-Hours)</i></b>		<b>Credits</b>	<b>Clock-Hours</b>
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