

# BUSINESS CAREER PROGRAM – BUSINESS FUNDAMENTALS CONCENTRATION

The Business Fundamentals Concentration of the Business Career Program offers students immersion in material that is substantive, thought-provoking and comprehensive regarding the development and operation of a business in the United States. This program places a strong emphasis on business fundamentals including finance, budgeting, strategic planning, sales and marketing, ethics, on-line commerce and information technology resources. Additionally, students will gain knowledge in the areas of professional development and customer service.



Certification exam preparation and fees for 1 exam are included with this program.



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CSINOW.EDU

Computer Systems Institute (CSI) is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education and is licensed by the Commonwealth of Massachusetts Division of Professional Licensure, Office of Private Occupational School Education. CSI is authorized under federal law to enroll nonimmigrant alien students, student visas are issued to those who qualify. Programs vary by location. For more information about program graduation rates and other important information, visit our website at: [www.csinow.edu/about-csi/consumer-information](http://www.csinow.edu/about-csi/consumer-information) - Effective: 04/04/2025 IL

## PROGRAM LENGTH

44 Weeks

\*54 Credit Hours

## PROGRAM COSTS

Tuition: \$1,350 per quarter

Course Materials Fee:

\$180 per quarter

Supply Fee: \$40 per quarter

Total: \$1,570 per quarter

Tuition: \$5,400 per year

Course Materials Fee:

\$720 per year

Supply Fee: \$160 per year

Total: \$6,280 per year

## EXTERNSHIP\*

Externship can only be taken once a student has successfully earned 12 credits

\* ADDITIONAL OPTIONAL COURSES FOR UP TO 9 MAXIMUM CREDITS

## COURSES

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- **Professional Development**  
3 Qtr. Credit Hours
- **Customer Service**  
3 Qtr. Credit Hours
- **Computerized Accounting**  
6 Qtr. Credit Hours
- **Business Ethics**  
6 Qtr. Credit Hours
- **Principles of Sales & Marketing**  
6 Qtr. Credit Hours
- **Financial Services**  
6 Qtr. Credit Hours
- **Applied Business Concepts**  
6 Qtr. Credit Hours
- **Computer Applications I**  
6 Qtr. Credit Hours
- **Computer Applications II**  
6 Qtr. Credit Hours
- **Business Professional Externship**  
3 Qtr. Credit Hours / 6 Seminar Hours / 84 Externship Hours
- **Cross-Cultural Management Fundamentals**  
3 Qtr. Credit Hours / 5 Weeks
- **Introduction to Small Business Management**  
3 Qtr. Credit Hours / 5 Weeks

## EXTERNSHIP INFORMATION

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### EXTERNSHIP OBJECTIVES



- Introduced to general management concepts
- Understand the basic principles of how to operate a small business
- Participate in preparation of basic financial documents
- Demonstrate strategies for handling customers in everyday situations
- Explore the basics of marketing, consumer behavior and targeted marketing strategies.
- Define what a business model is and how it relates to an organization's strategy
- Use Microsoft Office applications (i.e., Excel, Word, Outlook, etc.) or similar software programs for business purposes
- Assist with the preparation of business reports and presentations

## JOB TITLES

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- Account Executive
- Account Representative
- Accountant
- Accounts Payable, Accounts Receivable
- Administrative Assistant
- Advertising Associate
- Bank Teller
- Business Operations Specialist
- Insurance Sales Agent
- Market Analyst
- Marketing Coordinator
- Marketing Representative
- Media and Communications Workers
- Paralegals and Legal Assistant
- Patient Representative
- Public Relations Specialist
- Real Estate Agent
- Risk Management Specialist
- Web Content Writer