

Business Administration & Management- Certificate

	Credit Hours
GENERAL EDUCATION REQUIREMENTS	
COMMUNICATIONS	3
ENG135 Writing for the Workplace or higher	
LIFETIME FITNESS AND HEALTH	1
Physical Activity Course from Approved List—or-- HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health	
MATHEMATICS	3
MTH126 Technical Mathematics or higher	
COMPUTER SKILLS	3
BUS235 Microcomputer Office Applications I	
MAJOR DEPARTMENT REQUIREMENTS	
ACC111 Introduction to Accounting –or—ACC177 Accounting I - or ACC178 Accounting II—or ACC231 Computerized Accounting	3
BUS178 Introduction to Business	3
BUS201 Web Page Design	3
BUS233 Business Law	3
BUS236 Business Communications	3
BUS255 Microcomputer Office Applications II	3
MAJOR DEPARTMENT ELECTIVES	6
ACC111 Introduction to Accounting	
ACC177 Accounting I	
ACC178 Accounting II	
ACC231 Computerized Accounting	

ACC231 Managerial Accounting	
BUS150 Advertising	
BUS152 Salesmanship	
BUS177/SC178 Human Relations	
BUS202 Advanced Web Design	
BUS218 Business Ethics	
BUS234 Marketing	
BUS237 Business Management	
BUS243 Occupational Work Experience I	
BUS244 Occupational Work Experience II	
BUS245 Occupational Work Experience III	
BUS246 Occupational Work Experience IV	
BUS276 Principles of Macroeconomics –or–BUS277 Principles of Microeconomics	
Total Required Credit Hours	34