

# Business Administration & Management- Certificate

	Credit Hours
<b>GENERAL EDUCATION REQUIREMENTS</b>	
<b>COMMUNICATIONS</b>	<b>3</b>
ENG135 Writing for the Workplace or higher	
<b>LIFETIME FITNESS AND HEALTH</b>	<b>1</b>
Physical Activity Course from Approved List—or-- HPR101 Concepts of Physical Health—or—HPR177 Personal & Community Health	
<b>MATHEMATICS</b>	<b>3</b>
MTH126 Technical Mathematics or higher	
<b>COMPUTER SKILLS</b>	<b>3</b>
BUS235 Microcomputer Office Applications I	
<b>MAJOR DEPARTMENT REQUIREMENTS</b>	
ACC111 Introduction to Accounting –or—ACC177 Accounting I - or ACC178 Accounting II—or ACC231 Computerized Accounting	<b>3</b>
BUS178 Introduction to Business	<b>3</b>
BUS201 Web Page Design	<b>3</b>
BUS233 Business Law	<b>3</b>
BUS236 Business Communications	<b>3</b>
BUS255 Microcomputer Office Applications II	<b>3</b>
<b>MAJOR DEPARTMENT ELECTIVES</b>	<b>6</b>
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	
<b>Total Required Credit Hours</b>	<b>34</b>