

# Certificate Program in Business Administration

Prepares the student for a position in administrative work, or enhances the student's skills and knowledge in a current position. All credits earned may be applied toward an Associate in Science degree in Business Administration.

## First Semester

Course #	Title	Credits
ACC*113 .....	Principles of Financial Accounting (a) .....	3
BBG*231 .....	Business Law I (a) .....	3
BMK*201 .....	Principles of Marketing (a) .....	3

## Second Semester

BBG*240 .....	Business Ethics (a) .....	3
ECN*101 .....	Principles of Macroeconomics (a) .....	3

### Select **one** of the following courses:

BMG*202 .....	Principles of Management (a) <b>or</b>	
BMG*210 .....	Organizational Behavior (a) .....	3

### Select **one** of the following courses:

ACC*123 .....	Accounting Software Applications (a) <b>or</b>	
CSC*105 .....	Software Applications (a) <b>or</b>	
CST*201 .....	Introduction to Management Information Systems (a) .....	3

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Total.....21

- (a) Prerequisite and/or co-requisite required.
- (b) To be selected in consultation with Business Administration faculty advisor.