

Business Administration One-Year Certificate

PROFESSIONAL TECHNICAL

2018-2019 Certificate Requirements

Major Courses

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
ACCT&	201	Principles of Accounting I	5		
BUS&	101	Introduction to Business	5		
BUS&	201	Business Law	5		
BUS	271	Human Relations Business	5		
Computer Science/Computer Applications (select 4-5 credits)					
CA/CS	100+	Computer course(s)	4-5		

Subtotal 24-25

Major Support (select 23 credits; see advisor for the list of optional courses and to make your selection)

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution

Subtotal 23

General Education

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
ENGL&	101	English Composition I	5		
MATH	106+	MATH 106 or above	5		
Psychology <i>or</i> Sociology courses (select 5 credits)					
PSYC&	100	General Psychology or	5		
SOC&	101	Intro to Sociology	5		
Communication Studies (select 3-5 credits)					
CMST	101	Speech Essentials or	3		
CMST	110	Communication Behavior or	3		
CMST&	210	Interpersonal Communication or	5		
CMST&	220	Public Speaking or	5		
CMST	260	Multicultural Communication	5		

Subtotal 18-20

Total Credits Required 65-68