

Degree & Certificate Requirements

Business Administration One-Year Certificate PROFESSIONAL TECHNICAL 2021-2022 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
ACCT&201	Principles of Accounting I	5		
BUS& 101	Introduction to Business [S/B]	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 Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
		5		
		5		
		5		
		5		
		3		
Subtotal		23		

General Education

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
ENGL&101	English Composition I [C]	5		
MATH 106+	MATH 106 or above	5		
Psychology or Sociology - select 5 credits from the following:				
PSYC&100	General Psychology [S/B]	5		
SOC& 101	Intro to Sociology [S/B]	5		
Communication Studies - select 3-5 credits from the following:				
CMST 104	Speech Essentials [C]	3		
CMST 110	Communication Behavior [C]	3		
CMST&210	Interpersonal Communication [C]	5		
CMST&220	Public Speaking [C]	5		
CMST 260	Multicultural Communication [C]	5		
Subtotal		18-20		
Total Credits Required		65-68		

A student may not use equivalent cross-listed courses for the same graduation requirement. Refer to the Cross-Listed Courses section of the catalog for more information, and consult with your counselor, completion coach, or faculty advisor.