

Degree & Certificate Requirements

Business Administration One-Year Certificate PROFESSIONAL TECHNICAL 2024-2025 Certificate Requirements

Major Courses

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
BUS 250	Management Information Systems	5		
BUS 262	Management Principles [RE]	5		
BUS 263	Principles of Finance [RE]	5		
BUS 265	Marketing Principles [RE]	5		
BUS& 201	Business Law	5		
BUS 271	Human Relations in Business [RE]	5		
Subtotal		30		

General Education

Course Number	Course Title	Credits	Qtr. Completed	Comments / Substitution
ENGL& 101	English Composition I [C]	5		
Communication - select 5 credits from the following:				
CMST& 210	Interpersonal Communication [C]	5		
CMST 260	Multicultural Communication [C]	5		
Mathematics - select 5 credits from the following:				
MATH 106+	MATH 106 or above	5		
Social & Behavioral Sciences				
BUS& 101	Introduction to Business [S/B]	5		
Subtotal		20		
Total Credits Required		50		

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.