

Degree & Certificate Requirements

Business Administration One-Year Certificate PROFESSIONAL TECHNICAL 2025-2026 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.