

Business Administration Certificate

Degree Type

Certificate

First Semester

Course Number	Title	Credits
ACNT 1303	Introduction to Accounting I	3
BUSG 1304	Financial Literacy	3
POFT 1325	Business Math Using Technology	3
BCIS 1305	Business Computer Applications	3
HRPO 1311	Human Relations	3

Second Semester

Course Number	Title	Credits
ENGL 1301	Composition I	3
BUSI 1301	Business Principles	3
POFT 2312	Business Correspondence and Communication	3
BMGT 1327	Principles of Management	3
POFT 1120	Job Search Skills	1
BMGT 2188	Internship-Business Administration and Management	1
Total Credits		29