

BUSINESS ADMINISTRATION CERTIFICATE

Program: Business

Type: Certificate

FIRST SEMESTER

Item #	Title	Credits
ACNT 1303	Introduction to Accounting I	3
BUSG 1304	Financial Literacy	3
BUSI 1301	Business Principles	3
ENGL 1301	Composition I	3
BCIS 1305	Business Computer Applications	3

SECOND SEMESTER

Item #	Title	Credits
POFT 1325	Business Math Using Technology	3
POFT 2312	Business Correspondence and Communication	3
MRKG 1311	Principles of Marketing	3
BMGT 1327	Principles of Management	3
HRPO 1311	Human Relations	3
BMGT 2288	Internship-Business Administration and Management	2
POFT 1120	Job Search Skills	1
	Total credits:	33