

Business Administration Certificates

Accounting Certificate

Courses Required:

ACC	201	Financial Accounting OR	3
ACT	101	Fundamentals of Accounting I AND	(3)
ACT	102	Fundamentals of Accounting II	(3)
ACC	202	Managerial Accounting	3

Choose 12 hours from the following Approved Technical Courses*:

ACT	196	Payroll Accounting	3
ACT	277	Managerial Accounting Topics	3
ACT	279	Computerized Accounting Systems	3
ACT	281	Individual Taxation	3
ACT	286	Financial Accounting Topics	3
ACT	290	Selected Topics in Accounting (Topic)	1-3
ACT	295	Corporate and Partnership Taxation	3
BA	120	Personal Finance	3
BA	212	Introduction to Financial Management	3
CIS	230	Advanced Microcomputer Applications	3
COE	199	Cooperative Education: (Business Administration) OR3	
BA	280	Business Internship	(3)

Total Credits: 18

*Students may select other technical courses approved by the Business Administration Program Coordinator.

Advanced Business Administration Certificate

Courses Required:

BA	282	Principles of Marketing	3
BA	283	Principles of Management	3
BA	267	Introduction to Business Law	3
QMS	101	Introduction to Quality Systems	3
CIS	130	Microcomputer Applications & Development	3
Total Credits:			15

Basic Business Administration Certificate

Courses Required:

BA	160	Introduction to Business	3
ENG	101	Writing I	3
CIS	100	Introduction to Computers OR	3
CS	101	Introduction to Computing I OR	(3)
OST	105	Introduction to Information Systems	(3)
ACT	101	Fundamentals of Accounting I	3
ECO	101	Contemporary Economic Issues OR	3
ECO	201	Principles of Microeconomics OR	(3)
ECO	202	Principles of Macroeconomics	(3)
Total Credits:			15

Business Transfer Certificate

Courses Required:

ACC	201	Financial Accounting	3
ACC	202	Managerial Accounting	3
ECO	201	Principles of Microeconomics	3
ECO	202	Principles of Macroeconomics	3
STA	291	Statistical Method OR	3
ST	291	Statistical Method	(3)
Total Credits:			15

General Business Certificate

Courses Required:

BA	160	Introduction to Business	3
CIS	100	Introduction to Computers	3
ACT	101	Fundamentals of Accounting I	3
ECO	101	Contemporary Economic Issues OR	3
ECO	201	Principles of Microeconomics OR	(3)
ECO	202	Principles of Macroeconomics	(3)
Total Credits:			12

Human Resource Management Certificate

Courses Required:

BA	274	Human Resource Management	3
BA	287	Supervisory Management	3
ACT	196	Payroll Accounting	3
Choose 9 credit hours from the following Approved Technical Courses*:			
BA	280	Business Internship OR	(1-3)
COE	199	Cooperative Education	(1-3)
IS	100	Introduction to Industrial Safety	3
BA	284	Applied Management Skills	3
BA	288	Person & Organizational Leadership	3
BA	290	Management, Ethics & Society	3
BA	299	Selected Topics in Management: (Option Topic)	.1-3
OST	275	Office Management	3
QMS	202	Performance Management	3
PY	180	Human Relations	3
Total Credits:			18

*Students may select other courses approved by the Business Administration Program Coordinator.

Leadership Certificate

Courses Required:

BA	288	Personal and Organizational Leadership	3
BA	160	Introduction to Business	3
ECO	101	Contemporary Economic Issues OR	3
ECO	201	Principles of Microeconomics OR	(3)

ECO	202	Principles of Macroeconomics	(3)
COM	181	Basic Public Speaking OR	3
COM	252	Introduction to Interpersonal Communication	(3)
Total Credits:			12

Management Certificate

Courses Required:

BA	283	Principles of Management	3
BA	212	Introduction to Financial Management	3
BA	284	Applied Management Skills	3

Choose a total of 6 hours from the following Approved Management Courses*

Management Course:

ACT	277	Managerial Accounting Topics	3
BA	200	Small Business Management	3
BA	256	International Business	3
BA	260	Professional Development & Protocol	2
BA	274	Human Resource Management	3
BA	285	Problems in Marketing & Management	3
BA	287	Supervisory Management	3
BA	288	Personal & Organizational Leadership	3
BA	289	Operations Management	3
BA	290	Management, Ethics & Society	3
BA	291	Retail Management	3
BA	299	Selected Topics Management: (Option Topic)	1-3
OST	275	Office Management	3
QMS	202	Performance Management	3
Total Credits:			15

*Students may select other courses approved by the Business Administration Program Coordinator.

Office Systems Certificate

Courses Required:

OST	110	Document Formatting and Word Processing	3
OST	210	Advanced Word Processing Applications	3
OST	215	Office Procedures	3
OST	220	Administrative Office Simulations	3

Choose 6 hours from the following Approved Technical Courses*:

OST	150	Transcription and Office Technology	3
OST	160	Records and Database Management	3
OST	216	Selected Topics in Office Systems: (Topic)	1-3
OST	235	Business Communications Technology	3
OST	295	Office Systems Technology Internship OR	1-3
COE	199	Cooperative Education: (Business Technology) OR	(1-3)
BA	280	Business Internship	(1-3)
OST	275	Office Management	3
Total Credits:			18

*Students may select other courses subject to the approval of the Business Administration Program Coordinator.

Pre-Licensing Real Estate Certificate

Courses Required:

RE	100	Real Estate Principles I	3
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Choose 3 hours from the following Approved Technical Courses*:

RE	120	Real Estate Marketing	3
RE	200	Real Estate Principles II	3
RE	225	Real Estate Finance	3
RE	230	Real Estate Law	3

Total Credits: 6

*Students may select other technical courses approved by the Business Administration Program Coordinator.

Residential Real Estate Certificate

Courses Required:

RE	100	Real Estate Principles I	3
RE	120	Real Estate Marketing	3

Choose 6 credit hours from the following Approved Technical Courses*:

RE	121	Appraising	3
RE	122	Construction and Blueprints	3
RE	200	Real Estate Principles II	3
RE	201	Property Management	3
RE	225	Real Estate Finance	3
RE	230	Real Estate Law	3

Total Credits 12

*Students may select other technical courses approved by the Business Administration Program Coordinator.

Small Business Management Certificate

Courses Required:

BA	160	Introduction to Business OR	3
BA	170	Entrepreneurship	(3)
BA	200	Small Business Management	3
BA	212	Introduction to Financial Management	3
BA	282	Principles of Marketing	3
ACC	201	Financial Accounting OR	3
ACT	177	Entrepreneurial Accounting OR	(3)
ACT	101	Fundamentals of Accounting I	(3)

Total Credits: 15

Supervisory Management Certificate

Courses Required:

CIS	100	Introduction to Computers Applications	3
OST	235	Business Communications Technology	3
BA	160	Introduction to Business	3
BA	287	Supervisory Management	3
BA	274	Human Resource Management	3

Choose 6 credit hours from the following Approved Technical Courses*:

BA	283	Principles of Management	3
BA	288	Personal and Organizational Leadership	3
BA	290	Management, Ethics & Society	3
OST	275	Office Management	3
QMS	101	Introduction to Quality Systems	3
Total Credits:			21

*Students may select other technical courses approved by the Business Administration Program Coordinator.

Team Leadership Certificate

Courses Required:

OST	105	Introduction to Information Systems OR	3
CIS	100	Introduction to Computers	(3)
OST	235	Business Communication Technology OR	3
COM	181	Basic Public Speaking OR	(3)
COM	252	Interpersonal Communications	(3)
BA	287	Supervisory Management	3
BA	288	Personal & Organizational Leadership	3
QMS	101	Quality Management Systems	3

Choose 3 credit hours from the following Approved Courses:

QMS	202	Performance Management	3
BA	160	Introduction to Business	3
BA	274	Human Resource Management	3
BA	290	Management, Ethics & Society	3
Total Credits:			18