

# Business Administration One-Year Certificate

PROFESSIONAL TECHNICAL

2012-2013 Certificate Requirements

## Major Courses

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
ACCT&	201	Principles of Accounting I	5		
BUS&	101	Introduction to Business	5		
BUS&	201	Business Law	5		
BUS	271	Human Relations Business	5		
<b>Computer Science/Computer Applications (select 4-5 credits)</b>					
CA/CS	100+	Computer course(s)	4-5		

**Subtotal 24-25**

## Major Support

Select 23 credits. You may pick optional classes from prepared lists of courses. See advisor to make your course selections.

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution

**Subtotal 23**

## General Education

Course	No.	Course Title	Credits	Qtr. Completed	Comments/Substitution
ENGL&	101	English Composition I	5		
MATH	106+	MATH 106 <i>or</i> above	5		
<b>Psychology <i>or</i> Sociology courses (select 5 credits)</b>					
PSYC&	100	General Psychology <i>or</i>	5		
SOC&	101	Intro to Sociology	5		
<b>Communication Studies (select 3-5 credits)</b>					
CMST	101	Speech Essentials <i>or</i>	3		
CMST	110	Communication Behavior <i>or</i>	3		
CMST&	210	Interpersonal Communication <i>or</i>	5		
CMST&	220	Public Speaking <i>or</i>	5		
CMST	260	Multicultural Communication	5		

**Subtotal 18-20**

**Total Credits Required 65-68**