



Business, Management, Marketing & Technology Pathway

Business Administration Certificate

The Business Administration Certificate will develop your awareness in all of the functional aspects of the business world where you can use your ability to get along with people, develop your leadership potential, and use your oral and written communication skills. Jobs may be found in insurance companies, hospitals and health-care facilities, educational institutions, transportation and distribution centers, government agencies and manufacturing firms in a variety of departments. This program also consists of the foundational courses you need should you want to pursue degree in the future.

Minimum credits: 30

Minimum cumulative GPA: 2.0

Minimum JCC credits: 12

MACRAO agreement: No

GENERAL EDUCATION REQUIREMENTS (9 credits)

ENG 131 Writing Experience3
ENG 232 Technical & Business Writing3
MTH 112 Business Math or MTH 120 or higher3

BUSINESS ADMINISTRATION REQUIREMENTS

(19 credits)

ACC 216 Financial Accounting Concepts or	
ACC 231 Principles of Accounting4
BUS 101 Principles of Marketing3
BUS 131 Introduction to Business3
BUS 135 Business Law I3
BUS 234 Principles of Management3
ITE 101 Information Technology Education3

ELECTIVES

Select electives from classes in ACC, BUS, ECN, FIN, or ITE so that the certificate equals 30 credits.