



*The Smart Choice!*

www.jccmi.edu

## Business Administration Certificate



**Business, Management, Marketing & Technology Career Pathway**

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 Experience	.....3
ENG 232 Technical & Business Writing	.....3
MTH 112 Business Math or MTH 120 or higher	.....3

### BUSINESS CORE REQUIREMENTS — (19 credits)

ACC 216 Financial Accounting Concepts	.....4
• or ACC 231 Principles of Accounting	.....4
BUS 101 Principles of Marketing	.....3
BUS 131 Introduction to Business	.....3
BUS 135 Business Law I	.....3
BUS 234 Principles of Management	.....3
ITE 101 Information Technology Education	.....3

### ELECTIVES

Select electives from classes in ACC, BUS, ECN, FIN or ITE in order to meet 30 credits required for certificate.