

BUSINESS ADMINISTRATION CERTIFICATE (BUS C246)

✓ FCC	✓ LTC	✓ OCC	✓ WVC
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The Business Administration certificate is designed to prepare students for entry-level positions and career advancement in a wide range of professional settings. Students build a strong foundation in core business functions, analytical thinking, and the effective use of workplace technologies, while also developing essential professional skills such as communication, collaboration, and career readiness. The program further prepares graduates to function effectively in team-based environments and to respond confidently to the changing demands of modern organizations. Graduates are prepared to pursue opportunities across diverse sectors including business, finance, education, government, and industry.

<u>First Semester</u>			<u>Credit Hours 12</u>	<u>Second Semester</u>			<u>Credit Hours 15</u>
ACC 2101	Financial Accounting		3	ACC 2102	Managerial Accounting		3
BUS 1101	Introduction to Business		3	BUS 2201	Principles of Management		3
DAP 1201	Business Computer Systems		3	CIS 1278	Spreadsheet		V3
SPE 1101	Fundamentals of Effective Speaking OR			GEN 2297	Employment Skills		V3
SPE 1111	Interpersonal Communications		3		Concentration Elective from Business Administration D186		<u>3</u>
				<u>Total Credit Hours</u>			<u>27</u>