

BUSINESS ADMINISTRATION, CERTIFICATE OF ACHIEVEMENT

Study in business leads to a wide range of opportunities in a variety of industries such as banking, health care/biotechnology, law, entertainment, defense, computer/electronics, and education, as well as in government agencies and not-for-profit organizations.

Students completing the Certificate of Achievement in Business Administration degree program will expand their knowledge of the fundamentals of business/organizational operations as preparation for entering or advancing in positions within these same industries and organizations.

To earn a Certificate of Achievement in Business Administration, students must complete 18 specified units that provide an introduction to the primary disciplines within business as preparation for entering or advancing in the workforce.

Course ID	Title	Units/ Hours
Required Courses		
List A:		
ACCT M01	Introduction to Accounting	3
or ACCT M110	Financial Accounting	
List B:		
BUS M30	Introduction to Business	3
BUS M31	Introduction to Management	3
BUS M33	Business Law	3
BUS M37	Marketing	3
Units from Restrictive Electives		3
Total Units		18

Course ID	Title	Units/ Hours
Restrictive Electives		
ACCT M120	Managerial Accounting	3
BUS M32	Entrepreneurship and Small Business Management	3
BUS M35	Sales Techniques	3
BUS M39	Business Communication	3
BUS M41	Principles of Retailing	3
BUS M70	Introduction to Global Business	3
BUS M71	Global Marketing	3
BUS M72	Supply Chain Management	3
BUS M73	Import/Export Fundamentals	3
BUS M140	Business Information Systems	3
ECON M201	Principles of Microeconomics	3
ECON M202	Principles of Macroeconomics	3
or ECON M202H	Honors: Principles of Macroeconomics	
BIOT M02E	Business & Government Regulation	2
HOSP M100	Introduction to Hospitality	3
JOUR M14	Digital Public Relations	3

KIN M25	Fitness Management	3
MUS M07	Introduction to Music Business	3
PHIL M22	Ethics of Business	3
Any course from List A not already used		

Upon successful completion of this program, students will be able to:

- have an understanding of the primary disciplines within business and how they contribute to business/organizational success