

Certificate in Business Administration

Students seeking a certificate reflecting competence in applied business skills should follow this degree plan.

Semester I			Semester III		
BCIS 1405	Business Computer Applications or	4	ACCT 2401	Principles of Accounting I	4
ITSC 1409	Integrated Software Applications I		BUSG 2380	Cooperative Education -	3
BMGT 1301	Supervision or			Business, General	
BMGT 1303	Principles of Management	3	+POFT 2312	Business Correspondence	
BUSI 1301	Business Principles	3			
POFT 1301	Business English or			and Communications	<u>3</u>
POFT 1325	Business Mathematics				10
	and Machine Applications	<u>3</u>			
		13		TOTAL	37
Semester II					
+ACNT 1403	Introduction to Accounting I	4			
BUSG 1303	Principles of Finance or				
BUSG 1304	Introduction to Financial Advising	3			
BUSI 2301	Business Law	3			
+ITSW 1404	Introduction to Spreadsheets	<u>4</u>			
		14			