

BUS-BUSINESS ADMIN-CT

Program Overview

Certificate of Achievement - Business Administration

Professional Skills and Career Paths

Small business owner, franchise owner, or entry-level manager.

Student Learning Outcomes

Graduates of this certificate program will have the knowledge and skills to:

- Effectively apply appropriate human relations skills in employment situations.
- Determine the wants and needs of customers and understand how to take action to meet those needs.
- Recognize the importance of ethical perspectives in business decision making.

This certificate of achievement is the first step towards the award of the AAS degree in Business Administration.

General Education Requirements

English/Communications (two course required) ENG 100, 101 or 107 and ENG 102, 108 or COM 113

ENG 100 Composition-Enhanced 5 Credits
Allows students to fulfill their first semester of English while completing the remediation process. Designed for students who did not place into ENG 101 on the placement test/writing sample, but did not score so low that they need ENG 95. Allows a student to refine specific skill deficiencies while completing the first semester of freshman composition (ENG 100 is equivalent to ENG 101). Students will have additional Academic Success Center requirements. Although it is a five-credit course, it does not replace ENG 102. After successful completion of ENG 100, a student must take ENG 102 to complete the general education requirement.

ENG 101 Composition I 3 Credits
Critical reading and writing of the expository essay. Emphasizes pre-writing, strategies for organization, and revision.

ENG 102 Composition II 3 Credits
Continuation of English 101. Emphasizes writing from sources, argument, the investigative paper, and research techniques.

ENG 107 Tech Communications I 3 Credits
Basic skills necessary for successful on-the-job communications including improved letter and report writing, persuasion, interviewing, process, mechanism description, and business and technical grammar.

ENG 108 Tech Communications II 3 Credits
Advanced letter and report writing techniques including proper word choice, tone, and structure. Business letters, memorandums, formal and informal reports, process, and mechanism descriptions.

COM 113 Fund Speech Communication 3 Credits
Principles and theories of speech communication. Participation in public speaking and interpersonal communication activities.

Mathematics (one course required): Choose from the courses listed below or any higher-level math course. Excludes STAT 152 and MATH 389.

MATH 120 Fund of College Math 3 Credits
Includes set theory, logic, consumer mathematics, measurement, geometry, probability, and statistics. Course is broad in scope, emphasizing applications. It is recommended that students have completed prerequisites within two years of enrolling in this course.

MATH 120E Fund of College Math Expanded 3 Credits
Fundamentals of College Mathematics with Corequisite Support: Includes real numbers, consumer mathematics, variation, functions, relations, graphs, geometry, probability, and statistics. Course is broad in scope, emphasizing applications. Fulfills the lower-division mathematics requirement for a Bachelor of Arts Degree. Satisfies mathematics requirement for baccalaureate degrees.

MATH 126 Precalculus I 3 Credits
A third course in algebra that stresses polynomial, quadratic, rational, exponential, and logarithmic functions, including their graphs and applications; complex numbers; systems of equations; and basic operations with matrices and determinants, including Cramer's rule. It is recommended that students have completed prerequisites within two years of enrolling in this course.

MATH 126E Precalculus I Expanded 3 Credits
Precalculus I Expanded with Co-requisite support: Includes equations, relations, functions, graphing; polynomial, rational, exponential, logarithmic, and circular functions with applications; coordinate geometry of lines and conics; analytic trigonometry; matrices and determinants; and binomial theorem. It is recommended that students have completed prerequisites within two years of enrolling in this course.

Human Relations (one course required)

BUS 110 Human Relations Employmnt

1-3 Credits

Introduces students to the principles and skills of effective communication in business and professional settings. It provides information on how to communicate with superiors, co-workers, subordinates, clients, and customers. Three-credit course includes a computation component. Repeatable up to a total of three credits.

MGT 283 Intro Human Resource Mgt

3 Credits

Duties and responsibilities of personnel management. Areas covered include employee needs, human relationships, orienting and training employees, benefit programs, and economics of supervision.

PSY 208 Psy of Human Relations

3 Credits

Explores the relationships between human beings and assists in the development of interpersonal communication skills which can be used personally and professionally.

HMS 200 Ethics in Human Services

3 Credits

Real life applications for personal and professional boundaries, beliefs, ethics, values, morals, and codes of conduct in human relationships using ethical decision-making, problem-solving, and critical-thinking activities are emphasized. This course may be repeated up to three times for continuing education credit. (Check with individual licensing boards prior to registering).

Program Requirements

15 credits required from any of the following categories

Accounting (ACC), Business (BUS), Economics (ECON), Finance (FIN), Management (MGT) or Marketing (MKT)

General Elective

Suggested Course Sequence

1st Semester - Fall

Course Credits Business Elective 3 Business Elective 3 Business Elective 3 English/Communications* 3-5 Mathematics* 3
TOTAL 15 *Choose with advisor

2nd Semester - Spring

Course Credits Business Elective 3 Business Elective 3 Elective 3 English/Communications* 3 Human Relations* 3
TOTAL 15 *Choose with advisor