

The Certificate is awarded to students who satisfy the following requirements:

Courses	Cr.	Qtr.	Gr.
WR 121 – English Composition	4		
BA 214 – Business Communications	3		
SP 111 – Fundamentals of Speech or SP 219–Small Group Discussion	3		
<b>Computation Skills</b>			
BA 104 – Business Math	4		
<b>Human Relations Skills</b>			
BA 204 – Teamwork Dynamics	3		
<b>Year 1</b>			
<b>Fall:</b>			
BA 131 – Intro to Business Comp.	4		
BA 211 – Principles of Financial Acctng	4		
BT 251 - Computer Assisted Acctng I	3		
<b>Winter:</b>			
BT232 - Spreadsheet Applications	4		
BA 213 – Principles of Managerial Acctng	4		
BT 252 – Computer Assisted Acctng II	3		
OA 201 – Word Processing I	3		
<b>Spring:</b>			
BA 218 – Personal Finance	3		
<b>Total Credits:</b>	<b>(45)</b>		

- Students must complete a minimum of 45 quarter credits with a grade point average of at least 2.0 in order to graduate with a One Year Certificate
- Include Related Education Requirements: BA 104, BA 204, and BA 214 (Business Math, Team Dynamics and Business Communication)