



www.jccmi.edu

Business Administration Certificate



**Business, Management, Marketing &
Technology Career Pathway**

BUSINESS ADMINISTRATION – CERTIFICATE (BUAD.CERT)

The Business Administration Certificate will develop your awareness in all of the functional aspects of the business world. You can use your ability to get along with people, develop your leadership potential, and use your oral and written communication skills. Jobs may be found in insurance companies, hospitals, health-care facilities, educational institutions, transportation/distribution centers, government agencies and manufacturing firms in a variety of departments. This program also consists of the foundational courses needed for an associate degree.

Minimum credits:.....	30
Minimum cumulative GPA:	2.0
Minimum grade in all courses:	2.0
Minimum JCC credits:	12
MACRAO agreement:.....	No

GENERAL EDUCATION REQUIREMENTS - (9 credits)

Take the following:

- ENG 131 Writing Experience
- ENG 232 Technical & Business Writing
- MTH 120 Beginning Algebra or higher

BUSINESS CORE REQUIREMENTS - (19 credits)

Take the following:

- ACC 216 Financial Accounting Concepts
or ACC 231 Principles of Accounting I
- BUA 100 Contemporary Business
- BUA 220 Principles of Management
- BUA 230 Principles of Marketing
- BUA 250 Business Law I
- CIS 101 Introduction to Computer Systems

ELECTIVES

Select electives from courses in ACC, BUA, ECN and ENT in order to meet 30 credits required for certificate.

**Please note: BUA courses are not available at all JCC sites every semester.
Please consult with an advisor.**