

BUSINESS ADMINISTRATION CERTIFICATE

Students completing this certificate program will be ready for entry level positions in accounting, management, or information technology or to transfer to a 2- or 4-year degree granting institution to continue their education. Students will also be well-positioned to continue their studies toward the KBOCC Business Administration associate degree since the certificate retains the core components of the associate degree. Full-time students could feasibly complete the certificate program in one year.

LEARNING OUTCOMES

Upon completion of the Business Administration Certificate Program, students will be able to:

1. Apply the basic functions of management appropriately.
2. Employ communication methods effectively to proficiently connect with varying audiences.
3. Formulate decisions utilizing knowledge of business law concepts.
4. Implement basic accounting principles.
5. Utilize effective marketing techniques and principles.

General Education Requirements	Credits
College Success Elective (<i>Choose LS103 or LS133</i>)	2
EN102 College Composition I	3
Subtotal	5
Anishinaabe Awareness	Credits
Anishinaabe Awareness Elective (<i>Choose AS102 or OS110</i>)	4
Subtotal	4
Certificate Requirements	Credits
BS110 Introduction to Business	3
BS145 Business Communication	3
BS201 Accounting I or BS204 Microcomputer Accounting	3-4
BS208 Management and Supervision	3
BS210 Marketing	3
BS211 Business Law & Ethics	3
IS110 Principles of Information Systems	4
Subtotal	22-23
Total Credits Required	31-32