

**BUSINESS ADMINISTRATION CERTIFICATE**

Business Administration majors complete a general business curriculum that prepares them for a career in business. Students receive a foundation in business studies including accounting, management, marketing, global business and economics.

**Business Administration Learning Outcomes**

**Business Administration Graduates should be able to:**

- Effectively communicate with business professionals through personal interaction, email, telephone, and written communication
- Assemble and analyze balance sheet accounts, and income statement accounts
- Create a personal web page
- Make culturally correct decisions when presented with a diverse marketing characteristic
- Demonstrate awareness of the breadth of the numerous aspects of business as well as the opportunities contained within
- Identify the top ten trading partners of the U.S. and a distinguishing characteristic of each

**Business Administration Certificate (30 credit hours):**

	<b>Cr. Hrs.</b>
ACCT1050 Financial Accounting Principles I	3
ACCT1060 Managerial Accounting	3
BUS1200 Introduction to Business	3
BUS2500 Human Resource Management	3
BUS2460 Small Business Management	3
BUS2550 Principles of Management	3
CIS1150 Introduction to Business Computing	3
CIS1160 Advanced Business Computing I	3
ENG1010 College Composition I	3
LAW1600 Business Law	3
<b>Total Credits</b>	<b>30</b>

**BUSINESS ADMINISTRATION MAJOR  
Leading to the  
Associate of Science Degree**

Business Administration majors complete a general business curriculum that prepares them for a career in business. Students receive a foundation in business studies including accounting, management, marketing, global business and economics. Many MacCormac graduates continue their education at four-year institutions.

**Business Administration Learning Outcomes**

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		<b>Cr. Hrs.</b>
ACCT1050	Financial Accounting Principles I	3
ACCT1060	Managerial Accounting	3
BUS1200	Introduction to Business	3
BUS2400	Principles of Marketing	3
BUS2550	Principles of Management	3
CIS1150	Introduction to Business Computing	3
CIS1160	Advanced Business Computing I	3
CIS 1170	Advanced Business Computing II	3
ECON2210	Macroeconomics	3
ECON2220	Microeconomics	3
ENG1010	College Composition I	3
ENG1020	College Composition II	3
LAW1600	Business Law	3
BUS2510	Intro. to International Business	3
MATH1500	Statistics	3
PHIL 2050	Introduction to Ethics	3
SPE2110	Speech Communication	3
HIST1020	Western Civilization II	3
PSY1010	Introduction to Psychology	3
	OR	
SOC2010	Introduction to Sociology	3
BIO1010	Man and the Environment	3
	OR	
EAR1010	Introduction to Earth Science	4

**Total Credits for Business Degree      61**