



Summer 2017

Business Management – Business Foundations

Certificate

45 Credits

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Dept./No.	Course Title	Credits
ACCT 110 or ACCT& 201	Practical Financial Accounting 1 or Principles of Accounting I	5
# B A 145 or MATH& 107 or MATH 147	Business Computation or Math in Society or Finite Math-Business and Social Science	5
BTAC 100	Fundamentals of Computers	5
# BTAC 130 or ENGL& 101	Business Correspondence or English Composition I	5
BTAC 162	Introduction to Excel	5
BUS& 101 or BUS 164	Introduction to Business or Entrepreneurship and Small Business Management	5
# BUS 166	Human Relations and Work Readiness	5
BUS 173	Basic Financial Management	5
# CMST& 210 or CMST& 220	Interpersonal Communication or Public Speaking	5

#Satisfies related instruction requirements.