

Business Administration, Certificate

The Business Administration Certificate Program provides students with an opportunity to learn and develop skills that will help them find immediate employment in entry-level supervision and supervisory positions. This Certificate is also intended for students who plan to continue with their Associate degree or transfer to 4-year institutions.

The Business Administration Certificate Program includes up to 17 credits of general education coursework and up to 19 credits of Atlantic Cape's Business Administration degree program coursework. Credits earned may be applied to a Business Administration, A.S. or Business Administration, A.A.S. degree.

For information, contact area coordinator, Dr. Karl Giulian, at (609)343-4996 or kgiulian@atlanticcape.edu.

(BUSC–Fall 2022)

General Education Courses

When a course is not specified, refer to the list of approved General Education courses.

Communication

Course #	Title	Credits
ENGL101	Composition I	3

Mathematics-Science-Technology

Course #	Title	Credits
	General Education Mathematics Course (4 credits)	4

Social Science

Course #	Title	Credits
ECON110	Macroeconomics	3

General Education Electives

Course #	Title	Credits
	Choose: CISM125 or COMM120 (3 credits)	3

Program Courses

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN101	Introduction to Business	3
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3

Program Elective

Course #	Title	Credits
	Choose: BUSN106-Business Ethics, BUSN205-Human Resources Management, ENGL102-Composition II, or a General Education Science course	3-4
	Total Credits	32-33

Recommended Sequence of Courses

First Semester

Course #	Title	Credits
BUSN101	Introduction to Business	3
ECON110	Macroeconomics	3
ENGL101	Composition I	3
	General Education Mathematics Course (4 credits)	4
	Choose: CISM125 or COMM120 (3 credits)	3

Second Semester

Course #	Title	Credits
ACCT130	Financial Accounting	4
BUSN202	Principles of Marketing	3
BUSN210	Business Law I	3
BUSN222	Principles of Management	3
	Choose: BUSN106-Business Ethics, BUSN205-Human Resources Management, ENGL102-Composition II, or a General Education Science course	3-4