

Business Administration (Certificate of Applied Science)

The Certificate of Applied Science in Business Technology is designed to meet the entry-level employment needs of the Greater Baton Rouge metropolitan area business community. It provides a general education and the work skills needed for employment. This program of study is not designed for college transfer.

To receive this certificate, the student must:

- Have a cumulative GPA of 2.00 or better in all credit hours to be used towards the degree.
- Earn a “C” or better in all courses required for completion of the certificate.
- Complete the coursework listed below.

Program Outcomes. Upon successful completion of the program, the graduate will be able to:

1. Perform basic accounting skills including applying accounting terms and concepts.
2. Apply economic theory in business decisions.
3. Examine challenges of effective organizational communication.

PROGRAM OF STUDY

First Semester		Credit Hours
ENGL 1013	English Composition I	3
<i>Choose one (General Education, Mathematics/Analytical Reasoning):</i>		3
MATH 1103	Introduction to Contemporary Mathematics	
MATH 1213	College Algebra	
CSCI 2203	Microcomputer Applications in Business	3
MANG 1503	Negotiations in Business	3
BUSN 1003	Introduction to Business	3
Semester Total:		15
Second Semester		Credit Hours
BUSN 2103	Business Law	3
FINA 1503	Introduction to Financial Management	3
MANG 2283	Organizational Behavior	3
<i>Choose one:</i>		3
ACCT 2113	Financial Accounting III	
ACCT 2313	Financial Accounting I	3
<i>Choose one (General Education Social/Behavioral Science):</i>		3
ECON 2213	Principles of Macroeconomics	
ECON 2223	Principles of Microeconomics	
ECON 2113	Economic Principles	
Semester Total:		15

Total Program Hours **30**

For additional information, contact the Division of Business and Law at (225)-216-8154.