

Administrative Professional Certificate

Required

- BADM 104 or BADM 104H Business Communication – 3 units
- BADM 103 or BADM 103H Intro to Business - 3 units
- OTEC 505 (this will be changed to BADM) Office Tech – 3 units
- BADM 545 Business Computer Applications – 3 units
- ACCT 124 Financial Accounting OR ACCT 740 – Accounting for Non-Accounts OR BADM 710 Business Math -3 units

Sub-Total - 15 units

Choose two electives

- MGT 500 Intro to Management – 3 units
- MGT 760 Elements of Supervision – 3 units
- MGT 505 Organizational Behavior – 3 units
- BADM 730 Project Management – 3 units
- ACCT 776 Bookkeeping – 3 units
- ACCT 777 QuickBooks – 3 units

Sub-Total - 6 units

Grand Total 21 units