

**HENDERSON COMMUNITY COLLEGE**  
**ACADEMIC PLAN/APPLICATION FOR BUSINESS ADMINISTRATION CERTIFICATES**  
**Advanced Business Administration, Business Transfer, General Business, Management, and Office Systems**

EMPL ID \_\_\_\_\_ Major/Program Code \_\_\_\_\_ Name \_\_\_\_\_

(Complete shaded areas as applicable)

(2009-2010)

<b>Academic Success Requirements</b> (May be required)	Semester Taken	Credit Hours
ENC 090 - Foundations of College Writing I		3*
ENC 091 - Foundations of College Writing II		3*
MT 055 - Pre-Algebra		3*
MT 065 - Basic Algebra with Measurement		3*
RDG 010 - Introduction to College Reading		3*
RDG 020 - Improved College Reading		3*
RDG 030 - Reading for the College Classroom		3*
* Courses numbered 001-099 and MA 108 do not count toward the determination of grade point average or as credit toward graduation.		

<b>Advanced Business Administration Certificate Requirements</b>	Semester Taken	Credit Hours
BA 267 - Introduction to Business Law		3
BA282 - Principles of Marketing		3
BA283 - Principles of Management		3
CIS 130 - Microcomputer Applications		3
QMS 101 - Introduction to Quality Systems		3
<b>Total Credit Hours</b>		15

<b>Business Transfer Certificate Requirements</b>	Semester Taken	Credit Hours
ACC 201 - Financial Accounting I		3
ACC 202 - Managerial Uses of Accounting Information		3
ECO 201 - Principles of Economics (Micro)		3
ECO 202 - Principles of Economics (Macro)		3
STA 291 - Statistical Methods		3
<b>Total Credit Hours</b>		15

<b>General Business Certificate Requirements</b>	Semester Taken	Credit Hours
BA 160 - Introduction to Business		3
CIS 100 - Introduction to Computers		3
Economics		3
Accounting		3
<b>Total Credit Hours</b>		12

<b>Management Certificate Requirements</b>	Semester Taken	Credit Hours
BA 212 - Introduction to Financial Management <b>OR</b> Mathematics, Second Course		3
BA 283 - Principles of Management		3
BA 284 - Applied Management Skills		3
Management Elective Courses - 6 credit hours (From Approved Management Elective List)		
<b>Total Credit Hours</b>		15

<b>Office Systems Certificate Requirements</b>	Semester Taken	Credit Hours
OST 110 - Document Formatting and Word Processing		3
OST 210 - Advanced Word Processing Applications		3
OST 215 - Office Procedures		3
OST 220 - Administrative Office Simulations		3
Technical Courses - 6 credit hours		
<b>Total Credit Hours</b>		18

<b>Electives</b>	Semester Taken	Credit Hours

Certificates in Business Administration are awarded to students who complete the specified requirements with a cumulative grade point average of 2.0 or higher.

**HENDERSON COMMUNITY COLLEGE**  
**SEMESTER-BY-SEMESTER ACADEMIC PLAN FOR BUSINESS ADMINISTRATION CERTIFICATES**  
**Advanced Business Administration, Business Transfer, General Business, Management, and Office Systems**

Semester		Year	
Course	Grade	Credit Hours	
Sem. GPA	Cum. GPA	Total	

Semester		Year	
Course	Grade	Credit Hours	
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Semester		Year	
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Semester		Year	
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