

BUSINESS ADMINISTRATION CERTIFICATE

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The Business Administration certificate provides students with the knowledge and skills needed for an entry-level supervisory position in a business environment. The curriculum focuses on management, team leadership, and technology skills. Additionally, the student is introduced to basic marketing and human resource concepts.

Technical Standards

See here for details.

Code	Title	Hours
COM 1110✎	English Composition	3
CPT 1250	Computer Applications in the Workplace	3
MGT 1010✎	Principles of Management	3
MGT 1250	Team Building	3
or MGT 1260	Team Leadership	
MGT 2000✎	Human Resource Management	3
MKT 1010✎	Principles of Marketing	3
MTH 1100	Math of Business	3
Total Hours		21

See www.RhodesState.edu/GainfulEmployment for additional information on certificates.

✎ Portfolio