

## BUSINESS ADMINISTRATION CERTIFICATE

**Purpose:** The certificate provides recognition of completing courses within a business administrative position.

**Award**

*Business Administration Certificate* .....21 credits total  
*Business Program curriculum*..... 21 credits

**\*This program is available fully on-line.**

<b>RECOMMENDED FULL-TIME COURSE SEQUENCE</b>			
<i>Not all courses are scheduled every semester. See course schedule: <a href="https://eservices.minnstate.edu/registration/search/basic.html?campusid=306">https://eservices.minnstate.edu/registration/search/basic.html?campusid=306</a>.</i>			
<b>Semester 1</b>		<b>Semester 2</b>	
ACCT2217 Financial Accounting	4 cr	ACCT 2218 Managerial Accounting	4 cr
BUS 1101 Introduction to Business	3 cr	BUS 2212 Business and Economic Statistics	4 cr
BUS 2232 Principles of Management	3 cr		
ECON 1101/2214	3 cr		
<b>Total Credits</b>	<b>13</b>	<b>Total Credits</b>	<b>8</b>

<b>RECOMMENDED PART-TIME COURSE SEQUENCE</b>			
<i>Not all courses are scheduled every semester. See course schedule: <a href="https://eservices.minnstate.edu/registration/search/basic.html?campusid=306">https://eservices.minnstate.edu/registration/search/basic.html?campusid=306</a>.</i>			
<b>Semester 1</b>		<b>Semester 2</b>	
ACCT2217 Financial Accounting	4 cr	BUS 2232 Principles of Management	3 cr
BUS 1101 Introduction to Business	3 cr	ECON 1101/2214	3 cr
<b>Total Credits</b>	<b>7</b>	<b>Total Credits</b>	<b>6</b>
<b>Semester 3</b>			
ACCT 2218 Managerial Accounting	4 cr		
BUS 2212 Business and Economic Statistics	4 cr		
<b>Total Credits</b>	<b>8</b>		

Course descriptions can be found at: <https://www.rctc.edu/academics/courses/course-descriptions>.