

## Certificate Programs

### Business Core Certificate C25120D

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business .....	3
BUS 137 Principles of Management.....	3
ECO 151 Survey of Economics OR .....	3
ECO 251 Principles of Microeconomics OR.....	3
ECO 252 Principles of Macroeconomics.....	3

#### FIRST SPRING SEMESTER

ACC 120 Principles of Financial Accounting.....	4
BUS 115 Business Law I.....	3
Completion Requirements .....	16 Credit Hrs

### Career Success Certificate C25120G

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 110 Introduction to Business.....	3
BUS 151 People Skills .....	3

#### FIRST SPRING SEMESTER

BUS 125 Personal Finance .....	3
BUS 240 Business Ethics .....	3
Completion Requirements .....	12 Credit Hrs

### Customer Service Certificate C25120B

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business.....	3
BUS 151 People Skills .....	3

#### FIRST SPRING SEMESTER

BUS 137 Principles of Management.....	3
MKT 223 Customer Service .....	3
Completion Requirements .....	12 Credit Hrs

### Entrepreneurship Certificate C25120C

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business.....	3
BUS 139 Entrepreneurship I.....	3

#### FIRST SPRING SEMESTER

BUS 245 Entrepreneurship II .....	3
MKT 120 Principles of Marketing.....	3
Completion Requirement.....	12 Credit Hrs

### Human Resources Administration Certificate C25120HA

FIRST SPRING SEMESTER	CREDIT HRS
BUS 153 Human Resources Management .....	3

#### SECOND FALL SEMESTER

BUS 151 People Skills .....	3
MKT 223 Customer Service .....	3
BUS 260 Business Communication .....	3
Completion Requirements .....	12 Credit Hrs

### Human Resources Management Certificate C25120HB

FIRST SPRING SEMESTER	CREDIT HRS
BUS 153 Human Resources Management .....	3
BUS 217 Employment Law.....	3

#### SECOND FALL SEMESTER

BUS 234 Training and Development .....	3
BUS 256 Recruitment, Selection, & Personnel Planning ...	3
BUS 258 Compensation and Benefits.....	3
Completion Requirements .....	15 Credit Hrs

### International Business Certificate C25120GB

FIRST FALL SEMESTER	CREDIT HRS
ECO 151 Survey of Economics OR	
ECO 251 Principles of Microeconomics OR	
ECO 252 Principles of Macroeconomics.....	3

#### FIRST SPRING SEMESTER

INT 110 International Business .....	3
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#### SECOND FALL SEMESTER

INT 210 International Trade .....	3
INT 220 International Economics .....	3
Completion Requirements .....	12 Credit Hrs

### Leadership Certificate C25120F

FIRST FALL SEMESTER	CREDIT HRS
BUS 137 Principles of Management.....	3
BUS 153 Human Resources Management .....	3
BUS 240 Business Ethics .....	3

#### FIRST SPRING SEMESTER

BUS 151 People Skills .....	3
Completion Requirements .....	12 Credit Hrs

### Marketing and Sales Certificate C25120MM

FIRST FALL SEMESTER	CREDIT HRS
MKT 120 Principles of Marketing .....	3
MKT 232 Social Media Marketing.....	4

#### FIRST SPRING SEMESTER

MKT 220 Advertising & Sales Promotion .....	3
MKT 223 Customer Service .....	3
Completion Requirement.....	13 Credit Hrs

### Public Administration Certificate C25120P

FIRST SPRING SEMESTER	CREDIT HRS
BUS 151 People Skills .....	3

#### SECOND FALL SEMESTER

BUS 153 Human Resources Management.....	3
BUS 240 Business Ethics .....	3
PAD 151 Intro to Public Administration.....	3
Completion Requirements .....	12 Credit Hrs

Business Administration graduates with an associate's degree can look forward to a wide range of career options, from customer service to finance, communications, marketing, or management. With a concentration in Global Business, Human Resources, or Marketing, many additional career opportunities are available

## Faculty Advisors

Each student in a Business Administration degree program is assigned a faculty advisor who provides guidance, assists with course selection and scheduling, and serves as a point of contact for the student.

## Contact Us!

### Marilyn Terrill

Department Head  
[meterrill@waketech.edu](mailto:meterrill@waketech.edu)

### Dr. Lorraine Powers

Associate Department Head  
[ldpowers1@waketech.edu](mailto:ldpowers1@waketech.edu)

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Business Administration General  
AAS Degree A25120A

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business .....	3
BUS 137 Principles of Management.....	3
ECO _ Social Sciences Elective (choose 1) .....	3
MKT 120 Principles of Marketing.....	3
CIS 111 Basic PC Literacy .....	2
ENG 111 Writing and Inquiry.....	3

FIRST SPRING SEMESTER	CREDIT HRS
ACC 120 Principles of Financial Accounting.....	4
BUS 115 Business Law .....	3
BUS 121 Business Math .....	3
BUS 139 Entrepreneurship I.....	3
BUS 151 People Skills .....	3

Eligible for Business Core Certificate C25120D

SECOND FALL SEMESTER	CREDIT HRS
BUS 153 Human Resources Management .....	3
INT 110 International Business.....	3
MKT 223 Customer Service .....	3
Bus Admin/Major Elective (minimum 3 credit hrs) .....	3
ENG 114 Professional Research & Reporting .....	3

Eligible for Customer Service Certificate C25120B

SECOND SPRING SEMESTER	CREDIT HRS
ACC 121 Principles of Managerial Accounting.....	4
BUS 116 Business Law II.....	3
MKT 221 Consumer Behavior.....	3
HUM 115 Critical Thinking.....	3
MAT Mathematics Elective (choose 1).....	3
Graduation Requirements .....	64 Credit Hrs

Receive an AAS Degree

Electives  
Social Science electives (3 credit hrs)

ECO 151 Survey of Economics .....	3
ECO 251 Principles of Microeconomics.....	3
ECO 252 Principles of Macroeconomics.....	3

Mathematics elective (3 credit hrs)	
MAT 110	Mathematic Measurement & Literacy.....3
MAT 143	Quantitative Literacy .....3

Business Administration major elective (3 credit hrs)		
BUS 125	Personal Finance .....	3
BUS 240	Business Ethics .....	3
BUS 245	Entrenprenorship II.....	3
INT 180	Travel Study Abroad.....	3
LOG 110	Intro to Logistics.....	3
MKT 223	Customer Service .....	3
MKT 232	Social Media Marketing.....	3
PAD 151	Intro to Public Administration.....	3
WBL 111-113	Work-Based Learning I .....	1-3

Business Administration Global Business  
Management AAS Degree A25120G

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business.....	3
BUS 137 Principles of Management.....	3
ECO _ Social Sciences Elective (choose 1) .....	3
MKT 120 Principles of Marketing.....	3
CIS 111 Basic PC Literacy .....	2
ENG 111 Writing and Inquiry.....	3

FIRST SPRING SEMESTER	CREDIT HRS
ACC 120 Principles of Financial Accounting.....	4
BUS 115 Business Law I.....	3
BUS 121 Business Math .....	3
INT 110 International Business.....	3
BUS 151 People Skills .....	3

Eligible for Business Core Certificate C25120D

SECOND FALL SEMESTER	CREDIT HRS
INT 210 International Trade .....	3
INT 220 International Economics.....	3
INT 230 International Law.....	3
ENG 114 Prof. Research & Reporting .....	3
HUM 115 Critical Thinking.....	3

Eligible for International Business Certificate C25120GB

SECOND SPRING SEMESTER	CREDIT HRS
ACC 270 International Accounting .....	3
BUS 139 Entrepreneurship I.....	3
BUS 153 Human Resources Management .....	3
Global Bus Mgmt Elective (min 5 credit hours) .....	5
MAT Mathematics Elective (choose 1).....	3
Graduation Requirements .....	65 Credit Hrs

Receive an AAS Degree

Electives  
Social Science electives (3 credit hrs)

ECO 151 Survey of Economics .....	3
ECO 251 Principles of Microeconomics.....	3
ECO 252 Principles of Macroeconomics.....	3

Mathematics elective (3 credit hrs)	
MAT 110	Mathematic Measurement & Literacy..... 3
MAT 143	Quantitative Literacy ..... 3

Global Business Management major elective (5 credit hrs)		
BUS 125	Personal Finance .....	3
BUS 240	Business Ethics .....	3
INT 180	Travel Study Abroad.....	3
LOG 110	Intro to Logistics Finance .....	3
MKT 223	Customer Service .....	3
MKT 232	Social Media Marketing.....	4
WBL 111-113	Work-Based Learning I .....	1-3

Business Administration Human Resources  
Management AAS Degree A25120H

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business.....	3
BUS 137 Principles of Management.....	3
ECO_ Social Sciences Elective (choose 1) .....	3
MKT120 Principles of Marketing.....	3
CIS 111 Basic PC Literacy .....	2
ENG 111 Writing and Inquiry.....	3

FIRST SPRING SEMESTER	CREDIT HRS
ACC 120 Principles of Financial Accounting.....	4
BUS 115 Business Law I.....	3
BUS 121 Business Math .....	3
BUS 153 Human Resources Management .....	3
BUS 217 *Employment Law and Regulations .....	3

Eligible for Business Core Certificate C25120D

SECOND FALL SEMESTER	CREDIT HRS
BUS 234 *Training and Development .....	3
BUS 240 Business Ethics .....	3
BUS 256 *Recruit., Select., & Pers. Planning.....	3
BUS 258 *Compensation and Benefits .....	3
ENG 114 Professional Research & Reporting .....	3

Eligible for Human Resources Management Certificate C25120HA

SECOND SPRING SEMESTER	CREDIT HRS
ACC 121 Principles.of Managerial Accounting.....	4
BUS 259 HRM Applications.....	3
HRM Major Elective (choose 3 credits).....	3
HUM 115 Critical Thinking.....	3
MAT Mathematics Elective (choose 1).....	3
Graduation Requirements .....	64 Credit Hrs

Receive an AAS Degree

Electives  
Social Science electives (3 credit hrs)

ECO 151 Survey of Economics .....	3
ECO 251 Principles of Microeconomics.....	3
ECO 252 Principles of Macroeconomics.....	3

Mathematics elective (3 credit hrs)	
MAT 110	Mathematic Measurement & Literacy.....3
MAT 143	Quantitative Literacy .....3

Human Resources Management major elective (3 credit hrs)		
BUS 151	People Skills .....	3
BUS 260	Business Communications.....	3
INT 180	Travel Study Abroad .....	3
MKT 223	Customer Service .....	3
MKT 232	Social Media Marketing.....	4
PAD 151	Intro to Public Administration.....	3
WBL 111-113	Work-Based Learning I .....	1-3

Business Administration Marketing  
AAS Degree A25120M

FIRST FALL SEMESTER	CREDIT HRS
BUS 110 Introduction to Business.....	3
BUS 137 Principles of Management.....	3
ECO_ Social Sciences Elective (choose1) .....	3
MKT 120 Principles of Marketing.....	3
CIS 111 Basic PC Literacy .....	2
ENG 111 Writing and Inquiry.....	3

FIRST SPRING SEMESTER	CREDIT HRS
ACC 120 Principles of Financial Accounting.....	4
BUS 115 Business Law I.....	3
BUS 121 Business Math .....	3
MKT 220 Advertising & Sales Promotion.....	3
MKT 223 Customer Service .....	3

Eligible for Business Core Certificate C25120D

SECOND FALL SEMESTER	CREDIT HRS
MKT Marketing Elective (choose 3 credits).....	3
MKT 225 Marketing Research.....	3
MKT 227 Marketing Applications .....	3
MKT 232 Social Media Marketing.....	4
ENG 114 Professional Research & Reporting .....	3

Eligible for Marketing and Sales Certificate C25120MM

SECOND SPRING SEMESTER	CREDIT HRS
ACC 121 Prin of Managerial Accounting .....	4
BUS 116 Business Law II.....	3
BUS 139 Entrepreneurship I .....	3
HUM 115 Critical Thinking.....	3
MAT Mathematics Elective (choose1) .....	3
Graduation Requirements .....	65 Credit Hrs

Receive an AAS Degree

Electives  
Social Science electives (3 credit hrs)

ECO 151 Survey of Economics .....	3
ECO 251 Principles of Microeconomics.....	3
ECO 252 Principles of Macroeconomics.....	3

Mathematics elective (3 credit hrs)	
MAT 110	Mathematic Measurement & Literacy.....3
MAT 143	Quantitative Literacy .....3

Marketing major elective (3 credit hrs)		
BUS 120	Intro to Analytics .....	3
BUS 125	Personal Finance .....	3
BUS 151	People Skills .....	3
BUS 240	Business Ethics .....	3
BUS 245	Entrenprenorship II.....	3
WBL 111-113	Work-Based Learning I .....	1-3