

Business Administration

Gain a broad foundation of communication and interpersonal skills, and prepare for customer contact roles within a business organization. Employment opportunities include customer service representative, consumer relations credit analyst, credit and collections specialist, retail sales, administrative assistant, telephone sales representatives and more.

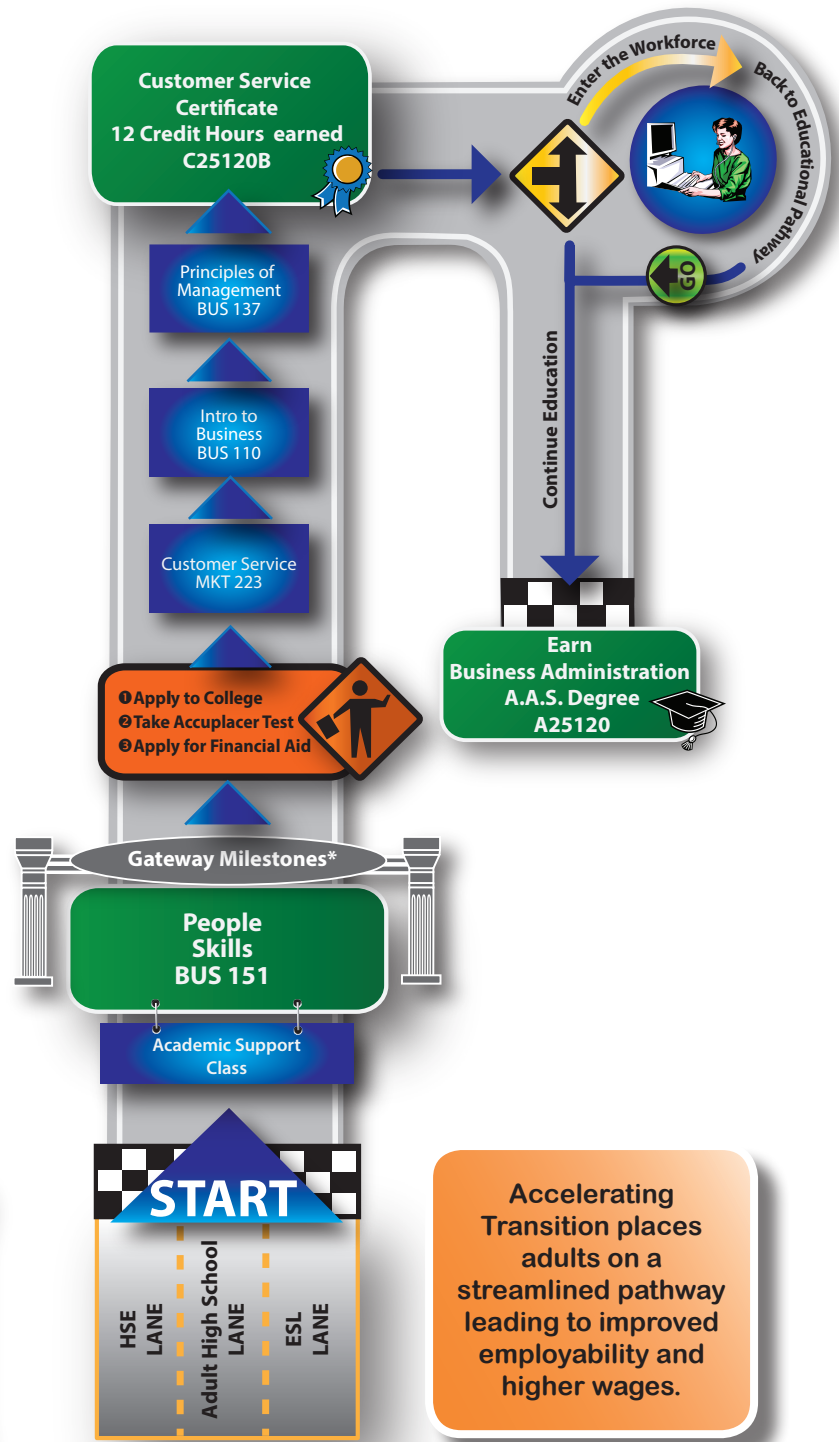
Types of Courses:

- Business Skills
- Customer Service Skills
- Academic Skill Building
- Career Readiness Skills

How to Start:

Contact Wake Tech's College & Career Readiness Division:

- **Sue O'Neill**
919-334-1516
smoneill@waketech.edu
- **Dan Degen**
919-334-1564
dwdegen@waketech.edu



Accelerating Transition places adults on a streamlined pathway leading to improved employability and higher wages.

Business Administration

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 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
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