

# ASNUNTUCK COMMUNITY COLLEGE

## Business Administration Requirements\* - Certificate

Student Name: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Offered <i>F all</i> , <i>S pring</i> , <i>S u mmer</i> , or <i>W inter</i>	Semester/ Year Plan to Take	Course #	Course Title	Credits	Semester/Year Completed/ Transferred in	Grade
<b>Requirements:</b>						
F, Sp, Su, W		BMG* 202	Principles of Management	3		
F, Sp, Su		+BMK* 201	Principles of Marketing	3		
F, Sp, Su		+ENG* 101	Composition	3		
See catalog			CSA*, CSC*, or CST* Elective	3-4		
See catalog			<b>Elective Courses:</b> Four courses selected from BBG*, BES*, BFN*, BMG*, or BMK* or two courses from BBG*, BES*, BFN*, BMG*, or BMK* and two courses from ACC*	3-4		
See catalog		3-4				
See catalog		3-4				
See catalog		3-4				

**Total Credits Required: 24**

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

### Program Information

**Outcomes:** The courses in this certificate provide a solid background for either immediate job needs or eventual further studies in business. All courses will also apply to a business degree at Asnuntuck Community College.

**Employment Information:** This certificate prepares a student for work in a variety of business settings: retail, healthcare, insurance, administrative and more. It can enhance their present skills or help them develop new skills they can use in their own business or a corporate setting.

**Graduation Information:** A cumulative 2.0 GPA is required to graduate. All courses for degree credit must be numbered 100 or above. Students must complete and submit a Graduation Application to the Registrar's Office in order to graduate. *Graduation Application deadlines:* December graduation - December 1st, May graduation - March 31st, August graduation - August 1st.

### Contact Information

**Please contact the Program Coordinator, Samuel Irizarry, for more information at 860.253.3077 or [sirizarry@asnuntuck.edu](mailto:sirizarry@asnuntuck.edu).**

\*Becoming Connecticut State Community College: STUDENTS: The Community Colleges are undergoing a merger with a plan to become Connecticut State Community College in fall 2023; please work closely with your advisor/program coordinator to select your courses accordingly. Visit <https://asnuntuck.edu/choose-your-pathway/> for more details or see page 59 in the College Catalog!

#### Notice of Non-discrimination

Asnuntuck Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, past or present history of mental disorder, learning disability or physical disability, sexual orientation, gender identity and expression, or genetic information in its programs and activities. In addition, Asnuntuck Community College does not discriminate in employment on the basis of veteran status or criminal record. The following individuals has been designated to handle inquiries regarding non-discrimination policies: Timothy St. James, 504/ADA Coordinator, [tstjames@asnuntuck.edu](mailto:tstjames@asnuntuck.edu), (860)-253-3011, Dawn Bryden, Title IX Deputy, [dbryden@asnuntuck.edu](mailto:dbryden@asnuntuck.edu), 860-253-1273, Asnuntuck Community College, 170 Elm Street, Enfield, CT 06082