

CERTIFICATE

Business Management II

Students completing Certificate I or Certificate II in Business Management may pursue an AAS degree in Business Management by completing the remainder of the program requirements. All courses in either certificate program count toward the degree. Students wishing the certificate in Business Management II must complete a total of 31 hours of courses.

<i>Orientation 1 hour</i>	
COLL	101
BMGT	175 Management (3)
BMGT	280 Personnel Mgmt (3)
BSAD	121 Business Math* (3)
BSAD	125 Bus Computer Apps (3)
BSAD	130 Bus Correspondence* (3)
BSAD	160 Prin of Accounting I (3)
BSAD	165 Computerized Acct (3)
BSAD	230 Business Law (3)
ENGL	101 English Composition I* (3)
ENGL	203 Technical Writing* (3)