

BUSINESS MANAGEMENT

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Certificate of Proficiency

30133

Advisor: Dana Barnett

This certificate will prepare you for careers in the management of retail, wholesale, and industrial organizations, or for self-employment.

Curriculum Requirements

AIS 237	Word Processing Applications	3 credits
BUA 101	Introduction to Business	3 credits
BUA 150	Introduction to Project Management	3 credits
BUA 151	Scheduling and Cost Estimating	3 credits
BUA 259	Business Communications	3 credits
BUA 289	Business Capstone	3 credits
BUS 101	Fundamentals of Accounting OR	
BUA 233	Uses of Accounting Information I	3 credits
BUS 111	Business Mathematical Calculations	3 credits
BUS 214	Contemporary Sports Management OR	
BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers OR	
CMP 103	Introduction to Computer Based Systems	3 credits
SBM 221	Business Ethics	3 credits

Total Minimum Certificate Requirements - 33 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 17 certificate credits at Eastern Arizona College.