

BUSINESS MANAGEMENT CERTIFICATE 30133

Course	Requirement Field	Credits	Notes
Fall - 1st Semester			
AIS 237 Word Processing Applications	Core Curriculum	3	Fall-Online
BUS 111 Business Mathematical Calculations	Core Curriculum	3	Fall & Spring-Online & Face to Face
BUA 101 Introduction to Business	Core Curriculum	3	Fall & Spring-Online & Face to Face
BUA 150 Introduction to Project Management	Core Curriculum	3	Fall & Spring-Online & Face to Face
CMP 101 Introduction to Computers OR	Core Curriculum	3	Fall & Spring-Online & Face to Face
CMP 103 Intro to Computer Based Systems			
Total Hours		15	

Course	Requirement Field	Credits	Notes
Spring - 2nd Semester			
BUA 151 Scheduling and Cost Estimating	Core Curriculum	3	Fall-Face to Face; Spring-Online
BUA 259 Business Communications	Core Curriculum	3	Fall & Spring-Online & Face to Face
BUS 214 Contemporary Sports Management	Core Curriculum	3	BUS 214 – Spring Only Face to Face BUS 251 – Fall-Online; Spring Face to Face
OR BUS 251 Human Relations			
SBM 221 Business Ethics	Core Curriculum	3	Fall-Face to Face; Spring-Online
BUS 101 Fundamentals of Accounting	Core Curriculum	3	Fall & Spring-Online & Face to Face; Concurrent enrollment in these two courses not permitted
OR			
BUA 233 Uses of Accounting Info I			
BUA 289 Business Capstone	Core Curriculum	3	Fall-Online; Spring-Face to Face
Total Hours		18	

Total Hours	33
Total Curriculum Requirements (Core)	33

Notes: The foregoing is a recommended, or suggested, sequence of courses. Of course, if a student enters the program in the spring, or transfers credit in, the above would have to be modified.

This certificate dictates specific courses that must be taken as part to meet the General Education requirements. Consult your catalog. **All courses must be completed with a grade of "C" or better--Be sure to check the catalog for other changes and requirements.**