

NAME \_\_\_\_\_ SS# \_\_\_\_\_ ADVISOR \_\_\_\_\_

## BUSINESS MANAGEMENT One-Year Certificate Plan

This plan serves as a record of current and completed courses which the student and advisor have mutually agreed upon for graduation.

Fall Semester	Grade	Spring Semester	Grade
_____ ENG133 English Comp I*	_____ 3 cr.	_____ OST220 Intro to Business	_____ 3 cr.
_____ OST140 Bus. Comm. I*	_____ 3 cr.	_____ MGT171 Human Res. Mgmt.	_____ 3 cr.
_____ MGT180 Business Math	_____ 3 cr.	_____ BUS/MGT Elective	_____ 3 cr.
_____ OST150 Applied Acct I		_____ OST152 Applied Acct II*	
or		or	
_____ BUS200 Principles Acct I*+	_____ 3 cr.	_____ BUS205 Principles Acct II*+	_____ 3 cr.
_____ CIS105 Intro to Computers		_____ Computer Elective	_____ 3 cr.
or		_____ PAW106 Prep. For Employ.	_____ 1 cr.
_____ CIS175 Microcomputer Apps.*	_____ 3 cr.		
_____ BUS210 Fund of Mgmt.			
or			
_____ MGT266 Super. Mid. Mgmt.	_____ 3 cr.		
	<b>18 cr.</b>		<b>16 cr.</b>

**TOTAL HOURS: 34**

\*See course description for prerequisites.  
+Recommend course for transfer students.

**NOTES:**