

MANAGEMENT

Certificate

Course	Number		Credit Hours
GENERAL EDUCATION			
ENGL	1100	Communication Skills or	
ENGL	1101 *	English Composition I	3
READ	1100	Reading Skills or	
ENGL	1102 *	English Composition II	3
MATH	1104	Applied Mathematics or	
OADM	1208	Math for Office Careers or	
MATH	1111 *	College Algebra	3
MAJOR FIELD COURSES			
OADM	1101**	Office Accounting Procedures or	
ACCT	2101 *	Principles of Accounting I	3
CAPS	1101**	Introduction to Computers or	
MGIS	2201 *	Fundamentals of Computer Applications	3
MGMT	2201**	Introduction to Management	3
MGMT	2205**	Introduction to Human Resource Mgmt.	3
MGMT	2207**	Small Business Management	3
MGMT	2210**	Supervisory Development	3
MGMT	2212**	Managing Financial Performance	3
OADM	1140***	Basic Keyboarding	1
Major Field Elective:		MRKT 2210, OADM 1232, SPAN 1001, 1100	3
PHYSICAL EDUCATION			
PHED		Activity Elective*	1
		Total	<u>35</u>

* These credit hours will transfer into both the AAS in Management and the BAS in Technology Management.

** These credit hours will transfer into the AAS in Management. They will also transfer into the BAS in Technology Management degree as Technology Credits, subject to a maximum of 18 technology credit hours.

*** Credit-by-examination may satisfy this requirement.