




## Certificate in Business Management 2025 – 2026 Academic Plan

This academic plan is a semester-by-semester guide for the college-ready student. Students should consider bachelor’s degree requirements at transfer institutions, potential for continuing education to a graduate degree, and future career goals when selecting specific courses. This plan is not a substitute for meeting with an [Advising Specialist](#) or full-time Faculty Advisor.

Academic Plan: Fall 1 <sup>st</sup> Year			Notes
Requirement	Course	Credits	<ul style="list-style-type: none"> <li>MGT103 and BUS150 with grades of “C” or better are prerequisites for future coursework.</li> </ul>
FYEX	*First Year Experience	1	
WCOM^	ENG101 English Composition I	3	
MATH	MGT103 Business Mathematics	3	
CORE	BUS150 Marketing	3	
CORE	MGT105 Spreadsheet Applications	3	
ELEC	*Elective	3	
<b>Total Credits</b>		<b>16</b>	
Academic Plan: Spring 1 <sup>st</sup> Year			Notes
Requirement	Course	Credits	
OCOM^	COM100 Fundamentals of Communication OR COM110 Public Speaking	3	
CORE	BUS120 Principles of Management	3	
CORE	MGT107 Bookkeeping OR BUS240 Financial Accounting	3	
CORE	MGT132 Personal Selling	3	
ELEC	*Elective	3	
<b>Total Credits</b>		<b>15</b>	
Academic Plan: Summer 1 <sup>st</sup> Year			Notes
Requirement	Course	Credits	
CORE	MGT199 Business Internship	3	
<b>Total Credits</b>		<b>3</b>	
<b>Total Program Credits</b>		<b>34</b>	

\*For a list of elective and general education courses visit, the [degree/certificate plan webpage](#).

^This general education requirement must be met by a MOTR equivalent course; see [MOTR webpage](#). 

The Computer Literacy (CPLT) requirement must be completed with a grade of “C” or better.