

BUSINESS ADMINISTRATION - MANAGEMENT - LEVEL ONE CERTIFICATE

The one-year Management certificate is available for those students wishing to enter the workforce sooner.

Stackable Credentials

- Associate of Applied Science - Business Administration - Management (<http://coursecatalog.com.edu/catalog/areas-of-study/business/management-aas/#fulltimescheduletext>)
- Certificate - Management (p. 1)

Full-Time Student Schedule

Course	Title	Semester Credit Hours
Semester #1		
BCIS 1305	Business Computer Applications ¹	3
BMGT 1313	Principles of Purchasing	3
BUSI 1301	Business Principles ¹	3
POFT 1321	Business Math	3
Semester Credit Hours		12
Semester #2		
ACNT 1303	Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
BUSI 2304	Business Report Writing and Correspondence ¹	3
HRPO 2301	Human Resources Management	3
Semester Credit Hours		12
Total Semester Credit Hours		24

¹ Course(s) listed in the Texas Common Course Numbering System (<https://tcns.org/institution/id:14/yid:19/>)

Part-Time Student Schedule

Course	Title	Semester Credit Hours
Semester #1		
BMGT 1313	Principles of Purchasing	3
BUSI 1301	Business Principles ¹	3
Semester Credit Hours		6
Semester #2		
BCIS 1305	Business Computer Applications ¹	3
POFT 1321	Business Math	3
Semester Credit Hours		6
Semester #3		
ACNT 1303	Introduction to Accounting I	3
BMGT 1327	Principles of Management	3
Semester Credit Hours		6

Semester #4		
BUSI 2304	Business Report Writing and Correspondence ¹	3
HRPO 2301	Human Resources Management	3
Semester Credit Hours		6
Total Semester Credit Hours		24

¹ Course(s) listed in the Texas Common Course Numbering System (<https://tcns.org/institution/id:14/yid:19/>)