

The certificate of proficiency and the technical certificate programs give the student the opportunity to earn certificates while completing steps toward an Associate of Applied Science degree.



## CERTIFICATE OF PROFICIENCY BASIC BUSINESS MANAGEMENT & SUPERVISION

Cip Code: 52.0201; Degree Code: 1645

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_ Advisor \_\_\_\_\_

AY2024-25

**Possible Prerequisites**

			Semester	Hours	Grade	ACTS
ENG	0051	Writing Seminar		NC		
ENG	0053	English Fundamentals		NC		
MATH	0021	Foundations of Math Reasoning		NC		
MATH	0083	Math Fundamentals		NC		

**First Semester 17 credit hours**

			Semester	Hours	Grade	ACTS
MATH	1083	Quantitative Literacy		3		MATH1113
MKTG	1013	Introduction to Business		3		BUS1013
UNIV	1001	College & Life Skills		1		
MIS	1503	Microcomputer Applications		3		
MGMT	2043	Supervisory Management		3		
BSYS	2563	Business Communications		3		BUSI2013
LDR	1111	Leadership Development 1		1		

**Minimum Required Credit Hours (17)**

Expected Graduation Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_