



CERTIFICATE IN BUSINESS MANAGEMENT
Official Degree Plan In Business Programs
McLENNAN COMMUNITY COLLEGE

Last Name	First Name	MI	S.S. Number	Date

THEA Not RequiredIs remediation required? Yes NoTHEA passed: Reading Math Writing

Freshman Year Sem I	Sub No.	Grade	Freshman Year Sem II	Sub No.	Grade
BUSI 1301 Survey of Business			ACNT 1303 Intro to Accounting		
POFT 1301 Business English			HRPO 2301 Human Resources Management		
BMGT 1303 Principles of Management			MRKG 1311- Principles of Marketing		
BMGT 2488 Internship I – Business Management ⁴			BMGT 2489- Internship II- Business Management ^{4,5}		
POFT 1227 Introduction to Keyboarding ¹			BCIS 1305 Business Computer Applications ^{2,3}		
Total Hours Recommended: 15			Total Hours Recommended: 16		

¹ May be waived if the student has taken a typing course (touch method) or if the student can type by touch at least 30 wpm.² Recommended for students transferring to a 4-year institution.³ May be articulated but will be substituted as ITSC 1309 (may not transfer to 4-year institutions).⁴ Student must meet guidelines for Internship and have approval of the program director before enrolling in this course.⁵ CAPSTONE Course

I plan to receive the **CERTIFICATE IN BUSINESS**. I understand this certificate plan will determine my eligibility for graduation and all course substitutions must be approved by the Dean of Workforce Education. I must earn a minimum of **30-31 semester college-level credit hours** and must meet all other requirements.

 Advisor's Signature

 Student's Signature