

**Central Texas College District**  
**Certificate of Completion in Business Management (CC-BUBM5) (C-BM)**  
All Sites: Distance Learning, Fort Hood, TX; Fort Lee, VA; Fort Leonard Wood, MO; Fort Polk, LA;  
Fort Richardson, AK; Fort Wainwright, AK; Texas ARNG, TX

<p><b>Degree Objective-</b> Prepares completers for entry-level general management positions. The certificate plan comprises 30-31 semester credit hours in business, management, marketing, law, and related subjects. All courses will articulate into the two-year CTC Business Management AAS degree.</p> <p><b>Academic Residency-</b> 8 semester hours</p>	<p><b>POINT OF CONTACT</b>  Debbie Hansen, Director of Evaluations &amp; Graduation  P.O. Box 1800, Killeen, TX 76540  (254) 526-1394 or (800) 792-3348, ext. 1394  (254) 526-1481  ctc.socad@ctcd.edu  www.ctcd.edu</p>
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DEGREE REQUIREMENTS				SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/LIC	DIST LRNG See Note 2
<b>Core Requirements</b>				<b>24 SH</b>						
BMGT	1301	Supervision	3	MG102A	X	X	X	X		X
BMGT	1327	Principles of Management	3	MG101A	X					X
BUSI	1301	Business Principles	3	BU101A	X			X		X
HRPO	1311	Human Relations	3	BU102A	X	X	X	X		X
HRPO	2301	Human Resource Management	3		X	X	X	X		X
MRKG	1311	Principles of Marketing	3	BU301A	X	X	X	X		X
BCIS	1305	Business Computer Applications	OR 3		X					X
ITSC	1309	Integrated Software Applications I	3	OF033A	X					X
BUSG	2305	Business Law/Contracts	OR 3		X			X		X
BUSI	2301	Business Law	3	BU121A	X					X
<b>Core-Related Electives</b>				<b>6-7 SH</b>						
BMGT	1177	Critical and Creative Thinking	1		X					X
BMGT	1325	Office Management	3	OF002A	X	X	X			X
BMGT	2370	Management Applications I	3		X					
BMGT	2371	Management Applications II	3		X					
BMGT	2488	Internship - Business Administration and Management, General	4		X	X	X			X
BMGT	2489	Internship - Business Administration and Management, General	4	MG124A	X	X	X			X
BUSG	1315	Small Business Operations	3		X					X
BUSG	1370	Small Business Accounting	3		X					X
BUSG	1371	Entrepreneurship and Business Plan Development	3		X					X
BUSI	1307	Personal Finance	3	BU211A	X			X		X
BUSG	2309	Small Business Management	3	MG104A	X			X		X
MRKG	1302	Principles of Retailing	3	BU321A	X					X
MRKG	2333	Principles of Selling	3	BU324A	X					X
RELE	1303	Real Estate Appraisal	3		X					X
RELE	1311	Law of Contracts	3		X					
RELE	1315	Property Management	3		X					
RELE	1325	Real Estate Mathematics	3		X					X
RELE	1406	Real Estate Principles	4	BU106A	X					X
RELE	2301	Law of Agency	3		X					
RELE	2488	Internship - Real Estate	4		X					X
RELE	2489	Internship - Real Estate	4		X					X
BMGT	ELEC	BMGT Major Course Elective	3		X					
BUSG	ELEC	BMGT Major Course Elective	3		X					
BUSI	ELEC	BMGT Major Course Elective	3		X					
MAJ	ELEC	Major Elective	3		X					
MRKG	ELEC	BMGT Major Course Elective	3		X					
		Management-Related Elective			X	X	X	X	X	X
<b>Total Credits</b>				<b>30-31 SH</b>						

- Notes:**
- 1) An "X" in a column indicates that the Institution guarantees to accept credit from the source shown for at least part of the requirement.
  - 2) This column indicates whether a school accepts transfer credit for courses taken through distance learning. It does not mean that the school offers the course through distance learning.
  - 3) A course may be used toward one requirement only.
  - 4) Only lower-level courses are accepted in transfer unless a CTC equivalent course is listed in the appropriate SOC transfer guarantee.
  - 5) Soldiers electing to take the high end semester hour range of a degree requirement area will need to request an ESO override if the total degree credits earned exceed total semester hours required.

<b>Date Effective:</b>	1-Jul-17
<b>Term Effective:</b>	T670