

CAREER & TECHNICAL EDUCATION CERTIFICATE
BUSINESS: Management

PROGRAM WORKSHEET AND GRADUATION REQUIREMENTS

Student Name _____ Advisor _____ Ext: _____

Aims # _____ Evaluator _____ Date: _____

<u>Course Number</u>	<u>Requirements</u>	<u>Required Credits</u>	<u>Term</u>	<u>Transfer Credits</u>	<u>Taken</u>	<u>Needs</u>
CIS 118	Introduction to PC Applications	3	_____	_____	_____	_____
ENG 131	Technical Writing I	3	_____	_____	_____	_____
MAN 116	Principles of Supervision	3	_____	_____	_____	_____
MAN 125	Teambuilding	1	_____	_____	_____	_____
MAN 200	Human Resource Management I	3	_____	_____	_____	_____
MAN 224	Leadership	3	_____	_____	_____	_____
MAN 246	Critical Issues in Marketing and Management	3	_____	_____	_____	_____
MAR 111	Principles of Sales	3	_____	_____	_____	_____
MAR 125	Marketing Resource Systems	3	_____	_____	_____	_____
MAR 216	Principles of Marketing	3	_____	_____	_____	_____
Electives: 3 credits		3	_____	_____	_____	_____
TOTAL CREDITS FOR CERTIFICATE		34				