

**Central Texas College District**  
**Certificate of Completion in Business Management (CC-BM)**

eArmyU. 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 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>  Denise Hazlett, Director of Evaluations  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>
---	--

DEGREE REQUIREMENTS				SOC CAT.	HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/ LIC	DIST LRNG See Note 2
<b>Core Requirements</b>				<b>28-29 SH</b>						
BCIS 1405	Business Computer Applications	OR	4		X					X
ITSC 1409	Integrated Software Applications I		4	OF033A	X					X
BMGT 1301	Supervision		3		X	X	X	X		X
BMGT 1303	Principles of Management	OR	3	MG101A	X	X	X	X		X
BMGT 1327	Principles of Management		3		X					X
BMGT 2370	Management Applications I	OR	3	MG006A	X					
BMGT 2488	Internship - Business Administration and Management, General	OR	4	MG006A	X	X	X			X
RELE 2488	Internship - Real Estate		4		X					X
BUSG 2305	Business Law/Contracts	OR	3		X			X		X
BUSI 2301	Business Law		3		X					X
BUSI 1301	Business Principles		3	BU001A	X			X		X
HRPO 1311	Human Relations		3	BU064A	X	X	X	X		X
HRPO 2301	Human Resource Management		3		X	X	X	X		X
MRKG 1311	Principles of Marketing		3	BU005A	X	X	X	X		X
<b>Core-Related Electives</b>				<b>3-4 SH</b>						
BMGT 1177	Critical and Creative Thinking		1		X					X
BMGT 1325	Office Management		3	OF002A	X	X	X			X
BMGT 2371	Management Applications II		3		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
BUSG 2309	Small Business Management		3	MG011A	X			X		X
BUSI 1307	Personal Finance		3	BU018A	X			X		X
BUSI 1311	Salesmanship		3		X					X
MRKG 1302	Principles of Retailing		3	BU040A	X					X
MRKG 2333	Principles of Selling		3	BU010A	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		X					X
RELE 2301	Law of Agency		3		X					
RELE 2489	Internship - Real Estate		4		X					X
	Management-Related Elective				X	X	X	X	X	X
<b>Total Credits</b>				<b>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.

**Date Effective:** 1-Apr-09