

**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

**Degree Objective-** 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.

**POINT OF CONTACT**  
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**Academic Residency-** 8 semester hours

DEGREE REQUIREMENTS				HOME COLLEGE	ARMY SCHOOL	ARMY MOS	TESTS	CERT/ LIC	DIST LRNG See Note 2
<b>Core Requirements</b>				<b>27-28 SH</b>					
BMGT	1301	Supervision	3	X	X	X	X		X
BMGT	1327	Principles of Management	3	X					X
BUSI	1301	Business Principles	3	X			X		X
HRPO	1311	Human Relations	3	X	X	X	X		X
HRPO	2301	Human Resource Management	3	X	X	X	X		X
MRKG	1311	Principles of Marketing	3	X	X	X	X		X
BCIS	1305	Business Computer Applications	3	X					X
ITSC	1309	Integrated Software Applications I	3	X					X
BUSG	2305	Business Law/Contracts	3	X			X		X
BUSI	2301	Business Law	3	X					X
BMGT	2370	Management Applications I	3	X					
BMGT	2488	Internship-Business Administration & Mgmt, General	4	X					
RELE	2488	Internship-Real Estate	4	X					
BUSG	1371	Entrepreneurship & Business Plan Development	3	X					
<b>Core-Related Electives</b>				<b>3 SH</b>					
ACNT	1303	Introduction to Accounting I	3	X					
ACNT	1304	Introduction to Accounting II	3	X					
ACNT	1311	Introduction to Computerized Accounting	3	X					
ACNT	1329	Payroll and Business Tax Accounting	3	X					
ACNT	1331	Federal Income Tax: Individual	3	X					
BMGT	1177	Critical and Creative Thinking	1	X					X
BMGT	1325	Office Management	3	X	X	X			X
BMGT	2371	Management Applications II	3	X					
BMGT	2489	Internship - Business Administration and Management, General	4	X	X	X			X
BUSG	1303	Principles of Finance	3						
BUSG	1315	Small Business Operations	3	X					X
BUSG	1370	Small Business Accounting	3	X					X
BUSG	2309	Small Business Management	3	X			X		X
BUSI	1307	Personal Finance	3	X			X		X
MRKG	1302	Principles of Retailing	3	X					X
MRKG	2333	Principles of Selling	3	X					X
RELE	1200	Contract Forms and Addenda	2	X					
RELE	1219	Real Estate Finance	2	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
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					
MGMT	ELEC	Management-Related Elective	3	X	X	X	X	X	X
MRKG	ELEC	BMGT Major Course Elective	3	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.
  - 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-19
<b>Term Effective:</b>	T750