

GENERAL BUSINESS MANAGEMENT - CERTIFICATE OF COMPLETION

Doña Ana Community College 2022-2023 Catalog (22 credits)

NOTE: Students must earn a final grade of C- or better in all Technical Requirements courses and Area of Interest courses and achieve a cumulative grade-point average of at least 2.0. A grade of C- or better is required in ENGL 1110G Composition I and designated Mathematics courses.

Students must complete all University certificate requirements, which include: General Education requirements and elective credits to total at least 22 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Prefix	Title	Credits
General Education Requirements		
Area I: Communications - English Composition Level 1		
ENGL 1110G	Composition I ^{1,2}	4
Area II: Mathematics		
MATH 1130G	Survey of Mathematics ¹	3
Technical Requirements		
BUSA 1110	Intro to Business ¹	3
MGMT 2110 or BMGT 140	Principles of Management ¹ Principles of Supervision I	3
Area of Interest Courses		
Select 9 credits from one or more of the following Areas of Interest. Specific courses listed below.		9
Finance and Banking Services ³		
General Management ³		
Retail Marketing and Sales ³		
Total Credits		22

1

Courses are identical to those offered at New Mexico State University Las Cruces (main) Campus.

2

This course requires a grade of C- or better.

3

Work with your Faculty Advisor to select Area of Interest courses that meet your career goals.

Finance and Banking Services Area of Interest

Prefix	Title	Credits
BMGT 112	Banks and Your Money	3
BMGT 225	Introduction to Commercial Lending	3
BMGT 232	Personal Finance	3

General Management Area of Interest

Prefix	Title	Credits
BMGT 250	Diversity in the Workplace	3
BMGT 277	Entrepreneurship II - Small Business Management	3
BMGT 280	Introduction to Human Resources	3
BMGT 282	Introduction to International Business Management	3
BMGT 285	Introduction to Manufacturing Operations	3
BMGT 286	Introduction to Logistics	3
BMGT 287	Introduction to Export/Import	3
HIT 240	Health Information Quality Management	3

Retail Marketing and Sales Area of Interest

Prefix	Title	Credits
BMGT 126	Retail Management	3
BMGT 132	Principles of Selling	3
BMGT 136	Forecasting Business Activity	3
BMGT 138	Advertising	3
BMGT 205	Customer Service in Business	3

(22 credits)

A Suggested Plan of Study

The contents of this roadmap may vary depending on initial student placement in mathematics and English. This is only a suggested plan of study for students, and is not intended as a contract. Individual student academic plans may vary. Please contact your academic advisor to create a plan that works for you. Course availability may vary from fall to spring semester and may be subject to modification or change.

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Students must complete all University certificate requirements, which include: General Education requirements and elective credits to total at least 22 credits. Developmental coursework will not count towards the degree requirements and/or elective credits, but may be needed in order to take the necessary English and Mathematics coursework.

Semester 1		Credits
Area I: Communications - English Composition Level 1		4
ENGL 1110G	Composition I	
Area II: Mathematics		3
MATH 1130G	Survey of Mathematics	
BUSA 1110	Intro to Business	3
Credits		10

Semester 2		Credits
MGMT 2110 or BMGT 140	Principles of Management or Principles of Supervision I	3
Choose three from the following:		9
Finance and Banking Services		
BMGT 112	Banks and Your Money	
BMGT 225	Introduction to Commercial Lending	
BMGT 232	Personal Finance	
General Management		
BMGT 248		

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BMGT 250	Diversity in the Workplace	
BMGT 277	Entrepreneurship II - Small Business Management	
BMGT 280	Introduction to Human Resources	
BMGT 282	Introduction to International Business Management	
BMGT 285	Introduction to Manufacturing Operations	
BMGT 286	Introduction to Logistics	
BMGT 287	Introduction to Export/Import	
Retail Marketing and Sales		
BMGT 126	Retail Management	
BMGT 132	Principles of Selling	
BMGT 136	Forecasting Business Activity	
BMGT 138	Advertising	
BMGT 205	Customer Service in Business	
	Credits	12
	Total Credits	22