

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

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       |