

MANAGEMENT CERTIFICATE

A total of 30 semester hours is required to earn the Business Certificate. Transfer credit will be accepted into this certificate program from an accredited college or school up to a maximum of 20 hours, up to 9 hours of which may be earned through credit by examination and/or portfolio assessment of prior learning. Portfolio credit is only available to those students who have completed a minimum of 12 semester hours in residency at Missouri Baptist University. Students must complete a minimum of 10 semester hours in residency at Missouri Baptist University to earn the Management Certificate.

A student must earn a grade of C or better in all courses taken to meet the Thirty-Hour Management Certificate requirements. The student must have an overall grade point average of 2.0 (C) or better for the awarding of the certificate.

Required Business Component: (21 hours)

Course Name	Complete	Term	Grade
ACCT 213 - Principles of Financial Accounting	_____	_____	_____
BCIS 203 – Microsoft Office Suite	_____	_____	_____
BUSN 303 – Business Ethics	_____	_____	_____
BUSN 413 – Business Law I	_____	_____	_____
ECON 123 - Microeconomics	_____	_____	_____
MOTR ECON 102	_____	_____	_____
MGMT 303 - Management Concepts and Practices	_____	_____	_____
MGMT 353 – Production and Operations Management	_____	_____	_____

Required Management Component: (9 hours)

Course Name	Complete	Term	Grade
ITBU 363 – Business Analytics	_____	_____	_____
ITBU 473 – Project Management	_____	_____	_____
MGMT 433 – Human Resource Management	_____	_____	_____

At least three hours of minor must be earned at Missouri Baptist University

A grade of D is not acceptable in courses taken to fulfill the requirements for a minor

If a substitution has been made, attach a copy of the signed approval and indicate the course number and title following the catalog requirement. Please include the date of the substitution.

Student's Signature _____

Date _____

Advisor's Signature _____

Date _____

Director of Records' Signature _____

Date _____