

2016-2017**Business Assistant Administrator**

Certificate of Occupational Training

Diane Klassen

Faculty Advisor/Program Director

Student Name

Academic Advisor

575.624.7276

Telephone Number

Student ID Number

Date

Advisor's Notes/Recommendations:

- In order to improve student success probability and reduce unnecessary attrition, all students must take the University Skills Placement Test prior to entering the program.

	Grade	Sem.	Grade	Sem.	Grade	Sem.
Writeplacer	ENG 093		ENG 096		ENG 098L	
Math	--	--	MATH 094/095		MATH 097/098	

Note * Prerequisite/s required: See list below

Fall Semester			Credit Hours	Grade	Semester
*ENG	102	English Composition	3 hrs.		
COMM	102	Public Speaking	3 hrs.		
ENTR	101	The Entrepreneurial Mindset	3hrs.		
OR					
PSY	134	The Psychology of Success	3hrs.		
OR					
UNIV	101	Principles of Student Success	3 hrs.		
BUS	151	Introduction to Business	3 hrs.		
*MATH	107	Intermediate Algebra	3 hrs.		
OR					
*MATH	119	College Algebra	3 hrs.		
			15 hrs.		

Spring Semester			Credit Hours	Grade	Semester
*ECON	221	Principles of Macro Economics	3 hrs.		
*ENG	104	English Composition and Research	3 hrs.		
PSY	101	Introductory Psychology	3 hrs.		
ACCT	201	Principles of Accounting I	4 hrs.		
			13 hrs.		

Fall Semester			Credit Hours	Grade	Semester
*STAT	213	Statistical Methods	4 hrs.		
*ACCT	202	Principles of Accounting II	4 hrs.		
*ECON	222	Principles of Micro Economics	3 hrs.		
*MKT	201	Principles of Marketing	3 hrs.		
			14 hrs.		

TOTAL HOURS REQUIRED FOR CERTIFICATE 42 hrs.

***Prerequisites:**

ENG	102	English Composition <i>Prerequisite: Satisfactory ACT scores or Placement Exam scores or ENG 096</i>
MATH	107	Intermediate Algebra <i>Prerequisite: Satisfactory ACT scores or MATH 097/098</i>
MATH	119	College Algebra <i>Prerequisite: Satisfactory ACT scores or MATH 107</i>
ECON	221	Principles of Macro Economics <i>Prerequisite: MATH 107 or higher level Math Course</i>
ENG	104	English Composition and Research <i>Prerequisite: ENG 102</i>
STAT	213	Statistical Methods <i>Prerequisite: Satisfactory ACT scores or MATH 106/107</i>
ACCT	202	Principles of Accounting II <i>Prerequisite: ACCT 201</i>
ECON	222	Principles of Micro Economics <i>Prerequisite: BUS 151, MATH 107 or higher level Math Course</i>
MKT	201	Principles of Marketing <i>Prerequisite: BUS 151</i>

