

HOUSTON BAPTIST UNIVERSITY CERTIFICATE PLAN OF STUDY
Certificate in General Business

NAME: _____ H# _____
Last First Middle

LOCAL ADDRESS: _____
Street City/State Zip Code

DAY PHONE: _____ CELL PHONE: _____ EVENING PHONE: _____

EMAIL ADDRESS: _____

CATALOG YEAR: **2020/2021** DATE: _____

To earn a Certificate in General Business, 15 semester hours are required.

Certificate Requirements:		HOURS
ACCT 1301	Survey of Accounting	3
ECON 1301	Survey of Economics	3
MGMT 3302	Principles of Management	3
MKTG 3301	Principles of Marketing	3
	One Upper Level Elective in either MGMT or MKTG	3
Total Hours in Certificate		15

CERTIFICATE REQUIREMENTS FOR GRADUATION:

No more than 6 semester hours on transfer from another college or university.
No grade below "C"
Overall GPA of 3.00 or above.
Candidate must complete certificate within five (5) years.

Advisor DATE

Dean, Dunham College of Business DATE

I HAVE READ AND AGREE TO ABIDE BY ALL REQUIREMENTS ON THE CERTIFICATE PLAN OF STUDY

STUDENT SIGNATURE DATE

THIS CERTIFICATE PLAN OF STUDY IS NOT VALID UNTIL RECEIVED & PROCESSED BY THE OFFICE OF THE REGISTRAR PROCESSED BY _____ DATE _____