HBU
HOUSTON BAPTIST UNIVERSITY

# 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: **2021/2022** 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 ACADEMIC RECORDS** PROCESSED BY _____ DATE _____

OFFICIAL