LAMAR COMMUNITY COLLEGE
2401 South Main Street ■ Lamar, Colorado 81052
Phone 719.336.2248 ■ **Fax** 719.336.2448 ■ **Admissions** 719.336.1590
Member of Colorado Community College System **www.lamarcc.edu**

Lamar Community College

Certificate plan

Note: This form is to be used as a sample guide to ensure that degree requirements are met; see your advisor for updated plans.

Many of these courses are available via CCCOnline or may be accepted in transfer. Transfer hours and independent studies require separate written approval.

Business

2011-2012 Certificate Completion Plan

Total certificate hours: 28

Name	**Home Phone**
Address	**Work Phone**
City, State, Zip	**Fax:**
Employer	**Email**
Previous Degree	**Student No.**

Required Courses: (28 credits)	Semester Planned	Grade/Date Achieved
ACC 121 Accounting Principles I (4)		
BUS 115 Introduction to Business (3)		
BUS 217 Business Communication & Report Writing (3)		
BUS 281 Internship (3)		
CIS 115 Intro to Computer Info Systems (3)		
CIS 118 Intro to PC Applications (3)		
CIS 145 Complete PC Database (3) **OR** CIS 155 PC Spreadsheet Concepts: Excel (3)		
COM 115 Public Speaking (3)		
MAN 226 Principles of Management (3)		

Student Signature	Date	Advisor Signature	Date