



Certificate
PROPERTY MANAGEMENT

This program is designed to enhance the skills of current property professionals and is restricted to Los Alamos National Lab (LANL) employees.

GENERAL EDUCATION (6)

COMPLETED PLANNED TIMELINE
(By Semester)

Communications (3)

ENG 109 Basic English II (3)

Pre-requisite: ENG 108 or adequate score on the Course Placement Evaluation

Mathematics (3)

BA 117 Business Math (3)

PROGRAM REQUIREMENTS (14)

BA 127 Business Ethics (3)

BA 136 Property Management Baseline Training (2)

BA 225 Excel (3)

BA 242 Administrative Systems and Procedures (3)

BA 250 Business Communications (3)

Pre-requisite: ENG 111

Total Credits 20

Educational Planning Form (Semester)

Name _____ Date _____
Major _____ Student ID _____

Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units
Fall Semester	Spring Semester	Summer
Total Units	Total Units	Total Units

Advisor's Signature _____

Student Signature _____