

Business

Certificate of Achievement—General Business

Professional Skills and Career Paths

Small business owner, franchise owner, or entry-level manager.

Student Learning Outcomes

Graduates of this certificate program will have the knowledge and skills to:

- Effectively apply appropriate human relations skills in employment situations.
- Determine the wants and needs of customers, and understand how to take action to fill those needs.
- Recognize the importance of ethical perspectives in business decision making.

This certificate of achievement is the first step toward award of the AAS degree in Business Administration.

General Education Requirements		Credits
BUS 110	Human Relations for Employment,	
HMS 200	Human Relations,	
MGT 283	Introduction to Human Resource Management, or	
PSY 208	Psychology of Human Relations	3
ENG 100	Composition-Enhanced, or	
ENG 101	Composition I, or	
ENG 107	Technical Communications I	3
ENG 102	Composition II, or	
ENG 108	Technical Communications II, or	
COM 113	Fundamentals of Speech Communication	3
MATH 120, 120E, 126, 126E or higher, excludes STAT 152		
MATH 126 or 126E (preferred).....		3

Program Requirements	Credits
Accounting, Business, Economics, Finance, Management, or Marketing Electives	15

General Electives 3

SUGGESTED COURSE SEQUENCE (Refer to page 88) Certificate of Achievement— General Business

Spring—1st Semester	Credits
BUSINESS ELECTIVE	9
ENG 100 or 101, or ENG 107	3
MATH 126 or 126E	3
TOTAL	15

Fall—2nd Semester	Credits
BUSINESS ELECTIVE	6
ELECTIVE	3
ENG 102 or ENG 108, or COM 113	3
BUS 110, HMS 200, PSY 208, or MGT 283	3
TOTAL	15

Minimum Credits: 30