

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement in Business Management provides students with the understanding and knowledge necessary for managing people and functions. Decision making for both private and public sector agencies is stressed in the program. Students will learn basic principles of management and human relations skills through various interactive course techniques and formats.

STUDENT LEARNING OUTCOMES - Graduates of this program will have the opportunity to:

- Explain current general business and management theories.
- Apply general business and management theories to real-life professional situations.
- Demonstrate preparation for entry-level business or management positions within profit and nonprofit organizations.

GENERAL EDUCATION REQUIREMENTS (3 Credits):

	CR	SEMESTER
COMMUNICATIONS: BUS 108, COM 101, 102, 215, ENG 100, 101, 102, 107, 113, 114, 205, JOUR 102, THTR 105	3-5	_____

SPECIAL PROGRAM REQUIREMENTS (27 Credits):

	CR	SEMESTER
ACC 201 Financial Accounting	3	_____
BUS 101 Introduction to Business	3	_____
BUS 273 Business Law I	3	_____
IS 101 Introduction to Information Systems	3	_____
MGT 100B Practical Human Relations for Business	3	_____
MGT 201 Principles of Management	3	_____
MGT 235 Organizational Behavior	3	_____
MGT 283 Introduction to Human Resources Management	3	_____
ELECTIVE	3	_____

Computation included in ACC 201

Human Relations included in MGT 100B

30
Total Credits

Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.