

**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
<b>COMMUNICATIONS:</b> 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
<b>ACC 201</b> Financial Accounting	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 273</b> Business Law I	3	_____
<b>IS 101</b> Introduction to Information Systems	3	_____
<b>MGT 100B</b> Practical Human Relations for Business	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Introduction to Human Resources Management	3	_____
<b>ELECTIVE</b>	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.