

Human Resources

Certificate of Achievement

Student Learning Outcomes

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

- Be aware of the voluntary nature of business activity, and develop an appreciation for the reality that choices affect profitability and success in a business enterprise.
- Effectively apply appropriate human resource and relations skills in employment situations.
- Recognize the importance of ethical perspectives in human resource decision making.
- Determine the wants and needs of internal customers, and understand how to take action to fill those needs within the constraints of business organization and of the broader society.

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

SUGGESTED COURSE SEQUENCE*** Certificate of Achievement—Human Resources

Core Requirements	Credits
G GBC Orientation	0.5
G Business, Management, Finance, Economics, or Marketing Electives	6
ENG 101 Composition 1, or	
G ENG 107 Technical Communications I	3
ENG 102 Composition II, or	
ENG 108 Technical Communications II, or	
G COM 101 Oral Communication	3
G MATH 120 or higher or STAT 152	3
G General Elective (Select with Advisor)	3

FALL—1st Semester	Credits	T
INT 100	0.5	G
BUSINESS ELECTIVE**	3	G
ENG 101 or ENG 107	3	G

Emphasis Courses	Credits
G MGT 103 Introduction to Small Business Management	3
G MGT 201 Principles of Management	3
G MGT 283 Introduction to Human Resource Management	3
G PSY 208 Psychology of Human Relations	3