

Business

Business

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

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.

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

Accounting, Business, Economics, Finance,	
Management, or Marketing Electives	15
.....	3