

# Business


## Resources

Ethical decision-making, interpersonal communication, critical thinking, research human resource generalist, benefits clerk, human resource assistant, human resource liaison, human resource application/resume reviewer.

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

- Examine the voluntary nature of business activity and develop an appreciation for the reality that choices affect profitability and success in a business enterprise.
- Apply appropriate human resource and relations skills in employment situations.
- Evaluate 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 in Business Administration.

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|-----|---|---------------------------------|---|
| ENG |  | Composition-Enhanced, or        |   |
| ENG | 101   | Composition I, or               |   |
| ENG | 107   | Technical Communications I..... | 3 |