

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.

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

Emphasis Courses	Credits
<input type="checkbox"/> MGT 103 Introduction to Small Business Management	3
<input type="checkbox"/> MGT 201 Principles of Management	3
<input type="checkbox"/> MGT 283 Introduction to Human Resource Management	3
<input type="checkbox"/> PSY 208 Psychology of Human Relations	3

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

FALL—1st Semester	Credits	
INT 100	0.5	<input checked="" type="checkbox"/>
BUSINESS ELECTIVE**	3	<input type="checkbox"/>
ENG 101 or ENG 107	3	<input type="checkbox"/>
MATH 120 or higher	3	<input type="checkbox"/>
MGT 103	3	<input type="checkbox"/>
PSY 208	3	<input type="checkbox"/>
TOTAL	15.5	
SPRING—2nd Semester	Credits	
ENG 102, ENG 108, or COM 101	3	<input checked="" type="checkbox"/>
MGT 201	3	<input type="checkbox"/>
MGT 283	3	<input type="checkbox"/>
BUSINESS ELECTIVE	3	<input type="checkbox"/>
ELECTIVE**	3	<input type="checkbox"/>
TOTAL	15	

*Select from page 58 **Select with advisor. **Minimum Credits: 30.5**
See page 63.