

## BUSINESS

The overall mission of Great Basin College is supported by the Business Department's offering of two main tracks of study. For students who are interested in developing skills that can be immediately applied in the workplace, the Business Department offers five Certificates of Achievement, the Associate of Applied Science degree in Business Administration, and the Bachelor of Applied Science degree in Management and Supervision Emphasis. Each of the Certificate programs is designed to be the first year of coursework for the Associate degree, and the Associate degrees are the first two years of coursework for the Bachelor of Applied Science degree. These applied science programs are depicted in the table to the right.

An alternative track is for students with sights on a traditional bachelor's degree in Business Administration or a more focused baccalaureate degree in one of the sub-disciplines of accounting, economics, finance, management, or marketing. These students will want to pursue the Business Pattern of Study within the Associate of Arts degree described on page 99 of the catalog. Such a degree is designed to constitute the first two years of study in which the student will transfer to a four-year college or university where the remaining two-years of study will be completed. This pattern of study focuses on a broad background in the arts and sciences with an introduction to the core disciplines of accounting and economics during the first two years of study. In addition to using the Associate of Arts degree as a transfer degree, it can also be used as a stepping stone to the increasing number of bachelor's degrees at GBC as well.

BUSINESS		
Certificate Of Achievement (One Year)	Emphasis in the Business Administration Associate of Applied Science Degree (Two Years)	Baccalaureate Degree (Four Years)
<b>Accounting Technician</b>	Accounting	Bachelor of Applied Science Management and Supervision
<b>Business Administration</b>	General Business	
<b>Entrepreneurship</b>	Entrepreneurship	
<b>Retail Management</b>	While the Retail Management and the Human Resources Certificates are not designed to lead into any specific AAS degree, students may accomplish progressing to the next degree by carefully selecting options in the certificate program that meets the requirements of the AAS degree of their choice.	
<b>Human Resources</b>		

## Business

### Certificate of Achievement – Human Resources

#### Professional Skills and Career Paths

Ethical decision-making, interpersonal communication, critical thinking, research Human Resource generalist, Benefits Clerk, Human Resource Assistant, Human Resource Liaison, Human Resource application/resume reviewer.

#### Student Learning Outcomes

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 degree in Business Administration.

General Education Requirements		Credits
ENG 100	Composition-Enhanced, or	
ENG 101	Composition 1, or	
ENG 107	Technical Communications I .....	3
MATH 120, 126 or higher, excludes STAT 152		
	MATH 126 (preferred) .....	3
PSY 208	Psychology of Human Relations.....	3

Program Requirements		Credits
Accounting, Business, Economics, Finance, Management, or Marketing Electives .....		6
ENG 102	Composition II, or	
ENG 108	Technical Communications II, or	
COM 101	Oral Communication.....	3
MGT 103	Introduction to Small Business Management.....	3
MGT 201	Principles of Management.....	3
MGT 283	Introduction to Human Resource Management.....	3

**General Elective** (Choose with Advisor) ..... 3

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

FALL—1st Semester		Credits
ENG 100 or 101, or ENG 107		3
MATH 126		3
MGT 103		3
PSY 208		3
BUSINESS ELECTIVE*		3
<b>TOTAL</b>		<b>15</b>

SPRING—2nd Semester		Credits
ENG 102 or 108 or COM 101		3
MGT 201		3
MGT 283		3
BUSINESS ELECTIVE*		3
ELECTIVE*		3
<b>TOTAL</b>		<b>15</b>

Refer to page 85. Minimum Credits: 30  
\*Choose with advisor.