

**Certificate of Achievement - 30 Credits**

**GENERAL EDUCATION REQUIREMENTS (3 Credits):**

	CR	SEMESTER
<b>COMMUNICATIONS:</b> BUS 108, ENG 101, 102, 107, 205, JOUR 221, SPH 101, 102, 135, THA 130	3	_____
<b>TOTAL CREDITS REQUIRED</b>	<b>3</b>	_____

**SPECIAL PROGRAM REQUIREMENTS (27 Credits):**

	CR	SEMESTER
<b>ACC 151</b> Elementary Accounting I	3	_____
<b>BUS 101</b> Introduction to Business	3	_____
<b>BUS 273</b> Business Law I	3	_____
<b>CIT 101</b> Introduction to Management Information Systems	3	_____
<b>MGT 100B</b> Practical Human Relations for Business	3	_____
<b>MGT 201</b> Principles of Management	3	_____
<b>MGT 235</b> Organizational Behavior	3	_____
<b>MGT 283</b> Personnel Supervision	3	_____
<b>ELECTIVE</b>	3	_____
Computation included in ACC 151		
Human Relations included in MGT 100B		
<b>TOTAL CREDITS REQUIRED</b>	<b>27</b>	_____

Students may elect to graduate using the degree requirements in effect at the time of matriculation or completion. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program.

In no case may a student use a catalog which is more than six years old at the time of graduation. (For example, a May, 1996 graduate could not use degree requirements from a 1989-91 catalog.)