

Business - General

Effective as of Fall 1998

Certificate #1200 (32 credits)



Business, Hospitality, Engineering, and Technology (BHET) Name: _____ Advisor: _____

Contacts: Harrisburg: Maureen Osborne mbosborn@hacc.edu

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Developmental Courses as determined through College Placement Testing*:

* Please note: 0-level courses do not transfer and do not count toward graduation requirements; however, they are required to enter college level courses.

___ Any ENGL ESL classes* ___ ENGL 002* ___ ENGL 050* ___ MATH 005* ___ MATH 020*
___ ENGL 001* ___ ENGL 003* ___ ENGL 051* ___ MATH 010* ___ MATH 051*

Requirements:

<u>Subject</u>	<u>Number</u>	<u>Description</u>	<u>Credits</u>
___ ENGL	101	English Composition I	3
This OR → ___ ENGL	104	Report and Technical Writing	
This ↘ ___ ENGL	106	Written Business Communication	3
___ SPCH	101	Effective Speaking	3
___ ACCT	101	Principles of Accounting I	4
___ ACCT	200	Principles of Accounting II	4

Computer Elective (select 3 credits)

___ CIS, 100 – 299 Level Elective (3) (Recommend CIS 105) 3

Select ONE of the following Management electives: 3

___ MGMT 121 Small Business Development and Management (3)
___ MGMT 201 Principles of Management (3)
___ MGMT 203 Human Resources Development (3)
___ MGMT 204 Human Relations in Business (3)

Continued on next page...(Remainder of courses are listed on next page)

Students are encouraged to see their advisor
to develop and review their individual educational plans

Select <u>THREE</u> Program Specific Electives from the following courses below (totaling 9 credits): 9
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|------------------|---------------|--|----------------|-------------------------------|
| ___ | ACCT 215 | Microcomputer Accounting Applications | (3) | |
| This OR → | ___ | BUSI 201 | Business Law I | |
| | This ↘ | ___ | BUSI 209 | Legal Environment of Business |
| ___ | BUSI 230 | Introduction to International Business | (3) | |
| ___ | ECON 201 | Principles of Economics I: Macro | (3) | |
| ___ | FIN 201 | Principles of Finance | (3) | |
| ___ | MATH 202 | Introduction to Statistics | (3) | |
| ___ | MKTG 201 | Principles of Marketing | (3) | |

Select no more than ONE course from this Accounting group

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|-----|----------|---------------------------------------|-------|
| ___ | ACCT 201 | Intermediate Accounting I (OR) | |
| ___ | ACCT 203 | Income Tax Accounting (OR) | |
| ___ | ACCT 204 | Managerial Cost Accounting (OR) | |
| ___ | ACCT 207 | Government and Not-for-Profit Account | (3-4) |

Select no more than ONE course from this Management group

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|-----|----------|--|-----|
| ___ | MGMT 116 | Techniques for Assertive Management (OR) | |
| ___ | MGMT 117 | Effective Management of Time (OR) | |
| ___ | MGMT118 | Performance Appraisal (OR) | |
| ___ | MGMT 126 | Developing Leadership Styles (OR) | |
| ___ | MGMT 128 | Motivation Techniques for Managers (OR) | |
| ___ | MGMT 226 | Principles of Leadership (OR) | (3) |

Total Program Credits 32

Advising Comments:

Note: At least 15 credits required at HACC.

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