



2015-2016 *Internal Certificate*

Certificate: **GENERAL MANAGEMENT (90-102-2)**

Credits: **13 Credits**

Description: This certificate focuses on the local business need for a skill set that will assist with the management of the organization in an entry-level position. After completion of the courses in this certificate, the student will be able to understand the overall management and structure of the organization, generally accepted accounting and business practices, as well as demonstrate the technical computer skills needed to assist with the management of the organization in an entry-level position.

Related program: Business Management

Campuses Available: Elkhorn, Kenosha, Racine and Online

REQUIRED COURSES

✓	<u>Semester One</u>	<u>Credits</u>	<u>Prerequisite</u>	<u>Corequisite</u>
	101-114 Accounting Principles OR 101-112 Accounting for Business AND 103-103 Excel II	4		
	102-137 Business/Introduction to	3		
	102-160 Business Law	3		
	103-143 Computers for Professionals	3	103-142 or Placement Test Score	
	Total Credits	13		

NOTE: Students must complete a certificate program with a minimum of a 2.0 Program GPA.
NOTE: Prerequisites can be waived with departmental approval.