



## Management Certificate of Achievement

This certificate allows students to design their own business certificate. The certificate is awarded upon the completion of 18 semester hours of business courses taken with the prior approval of the business faculty and the associate dean for Business and Information Systems. For additional information contact the Business and Information Systems department at (630) 466-7900, ext.2264.

The following is a list of recommended business courses that will help fulfill the course requirements for this certificate.

### Course Requirements (18 HRS):

| Number | Course Type   | Delivery Format      | Hours |
|--------|---|----------------------|-------|
| BUS100 | Introduction to Business  | Online or Telecourse | 3.0   |
| CIS110 | Business Information Systems  | Online               | 3.0   |
| MGT200 | Principles of Management  | Online               | 3.0   |
| MGT210 | Supervisory Management  | Online               | 3.0   |
| MGT215 | Human Resource Management   | Online               | 3.0   |
|        | Plus, select <b>one</b> 200 level course from any of the following areas: Accounting, Business, Finance, Management, Marketing. | Online               | 3.0   |