

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 in Business Administration.

General Education Requirements		Credits
ENG 100	Composition-Enhanced, or	
ENG 101	Composition I, or	
ENG 107	Technical Communications I.....	3
MATH 120, 120E, 126, 126E or higher, excludes STAT 152		
	MATH 126 or MATH 126E (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 113	Fundamentals of Speech Communication	3
MGT 283	Human Resource Management.....	3
MGT 201	Principles of Management	3
MGT 280	Negotiation and Conflict Resolution	3
General Elective (Choose with an Advisor)		3

SUGGESTED COURSE SEQUENCE (Refer to page 88) Certificate of Achievement— Human Resources

FALL—1st Semester		Credits
ENG	100 or 101, or ENG 107	3
MATH	126 or MATH 126E	3
MGT	280	3
PSY	208	3
BUSINESS ELECTIVE*		3
TOTAL		15

SPRING—2nd Semester		Credits
ENG	102 or 108 or COM 113	3
MGT	201	3
MGT	283	3
BUSINESS ELECTIVE*		3
ELECTIVE*		3
TOTAL		15

Minimum Credits: 30

***Choose with an advisor**