

BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT (CERT)

CERTIFICATE OF ACHIEVEMENT

The Business Administration: Human Resource Management Certificate of Achievement provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Human Resource Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

Program Student Learning Outcomes

- Students identify strategies for hiring, motivating, training, and terminating employees.
- Students identify strategies for hiring, motivating, training, and terminating employees.
- Students demonstrate effective communication through professional written and oral presentations.
- Students recognize the local, state, and federal laws regarding discrimination.
- Students identify the impact of the cultural diversity in a work place.

Program Requirements

Code Number	Course Title	Units
Business Core Courses		
BA 107	Human Relations In Business	3.0
BA 120	Management-Accounting and Internal Control	3.0
BA 132	Computer Applications for Managers	3.0
and Select one of the below courses for 3 units		3.0
BA 156	Motivational Presentation Skills for Managers	
or BCOT 148	Effective Business Presentations	
or BCOT 247	Managerial Business Communications	
or COMM 100	Introduction to Communications Studies	
or COMM 130	Public Speaking	
Degree Specific Courses (12 units)		
BA 106	Human Resource Management	3.0
BA 108	Labor Management Relations	3.0
BA 109	Human Resource Development	3.0
BA 113	Legal Environment of Business	3.0
or LAW 110	Business Law	
Total Units		24

Requirements for a Business Administration: Human Resource Management Certificate of Achievement

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of "C" or higher or "Pass."

Notes:

Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.