

HUMAN RESOURCES MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Banner Code: 3_CN_HUMR
Financial Aid Eligible

The Human Resource Management certificate is designed to train those individuals whose career paths involve payroll and timekeeping, human resource assistants, human resource specialists, and related occupations. Courses provide applicable knowledge in business and management basics along with specific coursework in human resource management and business law.

Program Level Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly-changing global environment.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and data-driven approach.
3. Effectively communicate solutions to business problems using appropriate business terms and strategies.

Review Graduation Requirements (<https://catalog.cccd.edu/coastline/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
Required Core		
Complete the following:		
BUS C100	Introduction to Business	3
BUS C110	Business Law/Legal Environment of Business	3
MGMT C100	Principles of Management	3
MGMT C111	Human Resource Management	3
MGMT C115	Human Relations in Business	3
Electives		
Complete 3 units of the following:		3
BUS C101	Introduction to Project Management	
BUS C118	Introduction to International Business	
BUS C120	Personal Finance	
BUS C139	Business Communication	
CIS C111	Information Systems, Programming, and Database Management	
CMST C100	Interpersonal Communication	
CMST C101	Fundamentals of Human Communication	
CMST C140	Small Group Communication	
CMST C150	Intercultural Communication	
Total Units		18