

CAREER STUDIES CERTIFICATE (221-212-08)

Management: Human Resource Development

Purpose: This curriculum is designed to prepare students for employment in the human resource management function of business and industry.

Emphasis will be placed on improving workplace readiness skills such as communications, critical analysis, problem-solving, teamwork, and work ethic.

Program Objectives: Employment opportunities include entry level positions within the field of Human Resource Management.

Admission Requirements: Applicants must meet the requirements for admission to credit-level coursework established by the college.

CURRICULUM AND OTHER REQUIREMENTS **CREDITS**

HUMAN RESOURCE DEVELOPMENT AND RELATED COURSES

ACC 124	Payroll Accounting	3
BUS 100	Introduction to Business	3
BUS 111	Principles of Supervision	3
BUS 200	Principles of Management	3
BUS 205	Human Resources Management	3
BUS 285*	Current Issue in Management	3

Total Minimum Credits for Certificate 18

**This course has a requisite. Requisites for all courses are listed in the course description section at the back of the catalog.*

SUGGESTED SCHEDULE

FALL	SPRING
ACC 124	BUS 111
BUS 100	BUS 205
BUS 200	BUS 285