

PROGRAM OF STUDY

Human Resources Management Certificate of Achievement

This Department offers a comprehensive program for transfer and non-transfer students. The Department offers a variety of courses in Accounting, Bookkeeping, Business Administration, International Business, Business Mathematics, Management, Finance, Investing, Marketing, Salesmanship, Electronic Commerce, Advertising, Ethics, Law, Conflict Resolution and Managing Diversity in the Workplace. Associate Degrees and Certificates are designed to allow students to specialize in a particular area, and are especially useful for persons seeking a first job, or looking to advance in a current career.

Student Learning Outcome:

Evaluate the sources of employee conflict in a diverse workforce.

Create a framework within which to resolve potential conflicts between business practice and professional or personal ethics.

Program Requirements:

		Units
BUS 100	Introduction to Business	3 - 0
BUS 110	Principles of Management	3 - 0
BUS 111	Human Relations in the Workplace	3 - 0
BUS 112	Human Resources Management	3 - 0
BUS 126	Managing Diversity in the Workplace	3 - 0
BUS 132	Negotiation and Conflict Resolution	3 - 0
BUS 160	Business Ethics	3 - 0
BUS 211	Business Law	3 - 0
	or	
BUS 211H	Business Law - Honors	3 - 0
CAWT 116	Business Communications	3 - 0

Total Units

27

PID 358