

# HUMAN RESOURCES MANAGEMENT CERTIFICATE

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Division: Business and Computer Information Systems

PROGRAM CODE: 2C40964

The **Human Resources Management Certificate** prepares students to manage and develop human capital in a business organization. This includes instruction related to personnel and organization policy, human resources dynamics and flows, labor relations, civil rights, human resources law, recruitment and selection, employee related job training programs, and management of human resources programs and operations. This certificate requires 18-19 units.

Code	Title	Units
<b>Required Courses (9 units):</b>		
BUS 268 F	Human Resource Management	3
BUS 266 F	Human Relations in Organizations (formerly Human Relations in Business)	3
BUS 262 F	Principles of Management	3
<b>Select three courses from the following (9-10 units):</b>		<b>9-10</b>
ACCT 110 F	Payroll Accounting	3
BUS 115 F	Professional Business Etiquette	3
BUS 101 F	Personal Financial Management	3
BUS 112 F	Public Speaking for Business	4
BUS 111 F	Business Communications	3
or BUS 211 F	Critical Reasoning and Writing for Business (formerly Writing for Business)	
or BUS 211HF	Honors Critical Reasoning and Writing for Business (formerly Honors Writing for Business)	
BUS 225 F	International Management	3
BUS 240 F	Legal Environment of Business	3
or BUS 240HF	Honors Legal Environment of Business	
BUS 267 F	Principles of Supervision	3
BUS 271 F	Leadership and Business Ethics	3
<b>Total Units</b>		<b>18-19</b>

**Outcome 1:** Analyze and identify training and development functions within human resources management.

**Outcome 2:** Design and evaluate an effective employee evaluation instrument.

**Outcome 3:** Compile human resource management techniques and evaluate and discuss the pros and cons of each with respect to various management situations.

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