

BUSINESS – HUMAN RESOURCES

The Business Human Resources Certificate of Training program is designed for students who seek the core Human Resources skills involved in working within a small business. This program is designed for students who want to add Human Resources abilities to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Human Resources.

Students planning to transfer to a university to earn a bachelor’s degree should consider the Associate in Science in Business Administration for Transfer (Business Administration AS-T) degree.

Learning Outcomes: Upon successful completion of the program, students will be able to:

- Evaluate legal issues involving human resources within a business context.
- Understand the various functions required to operate a business.
- Practice current ethical leadership theories in a changing, diverse, team-based organization environment.
- Develop and apply HR planning, recruiting, selection, training, and other HR practices using legally sustainable professional practices that foster business success.
- Understand, analyze, and critically evaluate complex issues or problems; draw reasonable conclusions and/or generate appropriate solutions; and effectively communicate their results.

Certificate of Training

Certificate Requirements		Units
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 22	Human Behavior/Leadership	3
BUSI 42	Human Resources Management	3
TOTAL CERTIFICATE OF TRAINING UNITS		12