



Business & Hospitality

# Business Administration Human Resources



2

Years

TO DEGREE

4

Classes

TO CERTIFICATE

10%

JOB GROWTH

Human Resources

\$1 Trillion

ANNUAL COST US BUSINESSES

Employee Turnover

## Program Overview

Human resources roles require a knack for matching the right skills with the right opportunities, along with the personal and communications skills to resolve challenging situations. The Human Resources certificate program builds core competencies with courses in business fundamentals and law, human resources management, and leadership. Students can add to their current skill sets with the certificate or pursue a broader degree through the Business Administration AS with an emphasis on human resources.

## Job Outlook

Given that turnover can cost the equivalent of two times the employee's salary or more, companies are motivated to attract and retain the right personnel. As a result, human resources professionals are in constant demand in the private and public sector alike. Graduates can apply their skills in roles as job coaches or corporate trainers or undertake further study to practice employment law.

## CAREERS

### Human Resources Assistants

\$29,230 - \$65,050

### \*Corporate Trainers

\$38,260 - \$121,420

### \*Recruiters

\$42,710 - \$121,660

### \*Career Advisors/Coaches

\$45,929 - \$70,956

### \*Human Resources Managers

\$79,770 - \$208,000+

\* Requires additional training  
Source: Bureau of Labor Statistics  
(CA data) and Salary.com



MPC's Ready to Work Human Resources degree and certificate programs offer courses designed to develop and broaden skills to ensure success in this challenging and rewarding field.



# Business Administration Human Resources

Associate in  
Science Degree  
MPC GE Pattern

## Suggested Course Sequence

YEAR

1

Total Units:  
29-30

FALL		SPRING	
	Units		Units
ENGL 1A	3	Area A2	4-5
MPC Elective	2	MATH 16 rec.	
ENGL 101A rec.		BUSI 36, 50, or 70	3
LIBR 50	1	BUSI 22	3
BUSI 20	3	BUSI 42	3
MPC Elective	3	MPC Elective	3
SPCH 1, 2, or 3 rec.		ENGL 2 rec.	
MPC Elective	1		
PERS 10 rec.			
<b>Total Fall Units</b>	<b>13</b>	<b>Total Spring Units</b>	<b>16-17</b>

YEAR

2

Total Units:  
30-33

FALL		SPRING	
	Units		Units
BUSI 110, 120A, or 1A	3-4	BUSI 30, 40, or 44	3
BUSI 18	3	ECON 1	3
Area B & Lab	4	Area F	3
Area C	3	BUSI 38 rec.	
MPC Elective	3	MPC Elective	3
COOP 91.7 or PHIL 10 rec.		MPC Elective	2-4
<b>Total Fall Units</b>	<b>16-17</b>	<b>Total Spring Units</b>	<b>14-16</b>

This is a suggested sequence of coursework and is one pathway for students to earn their degree/certificate. This is not an official educational plan. A counselor is able to assist you with creating a personalized education plan based on your academic, career, and personal goals. For more information about counseling and up-to-date program requirements, please visit [www.mpc.edu/counseling](http://www.mpc.edu/counseling).



*MPC prepared me by not letting my mind get close to saying I can't do it and I felt like I could. Everyone helped tremendously – mentally, physically, and emotionally. If it weren't for this program, I would be struggling to get a lot of these things, especially being a mom of 5 boys. MPC absolutely made it possible.*

**Tenisha Hill**  
MPC Graduate

Monterey Peninsula College (MPC) is a fully accredited California public community college. The college is known for the excellence of its academic programs and student support services.

### Campus Locations

Monterey  
Marina  
Seaside  
Online

### Website

[www.mpc.edu/bus](http://www.mpc.edu/bus)

### Contact Information

Jon Mikkelson  
Department Chair  
(831) 646-4072  
[jmikkelson@mpc.edu](mailto:jmikkelson@mpc.edu)

Division Office  
(831) 646-4071



**MONTEREY PENINSULA**  
College