

HR SKILLS AND OPERATIONS (CERTIFICATE)

Catalog Effective Term: Fall 2024

Program Code: CTHRSO

Credential: Certificate

Program is also available online

High Demand Occupation, High Wage Occupation

This program prepares students for entry-level jobs as a human resource assistant or specialist where they will be assisting in activities that range from recruiting, interviewing and hiring job candidates to evaluating jobs, negotiating contracts, and ensuring company compliance with equal opportunity regulations. This program also provides students with basic management skills that will improve their ability to manage people.

Minimum Credits Required for the Program: 18

Code	Title	Credits
Major/Area Requirements		
BMG 111	Business Law I	3
BMG 205	Creating the Customer Experience	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BMG 279	Organizational Management	3
Total Credits		18