

Business: Human Resource Management – Level II

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60534

This certificate builds upon the Level I Certificate to provide students with specific knowledge of human resource management functions. HR law, compensations systems, and an understanding of human motivation provide the student with a solid foundation from which to build a career in human resources.

Requirements for the Certificate

Completion of the Business: Human Resource Management – Level I Certificate (9 Units).

Required courses:

Level I as follows:

BUSM 20	Principles of Business	3.0	CSU, UC
BUSM 61	Business Organization and Management	3.0	CSU
BUSM 62	Human Resource Management	3.0	

Plus the following courses:

Level II as follows:

ANTH 22	General Cultural Anthropology	3.0	CSU, UC
BUSM 60	Human Relations in Business	3.0	CSU
BUSO 25	Business Communications, <i>or</i>	3.0	CSU
BUSO 25A	Business Communications A, <i>and</i>	1.5	CSU
BUSO 25B	Business Communications B	1.5	CSU

TOTAL UNITS 18.0

Special Information:

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.