

# Business: Human Resource Management – Level III

ACCOUNTING AND MANAGEMENT DEPARTMENT

Certificate 60535

Students completing the Level III Certificate will have knowledge and practical experience in business communications and computer use. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern human resource management. Completing the advanced certificate will help those working in the human resource field to prepare for professional certification by the Human Resource Certification Institute.

## Requirements for the Certificate

Completion of Human Resource Management – Level I and Level II Certificate (18 Units) as follows:

### 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	

### Required 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

### Plus the following courses:

Level III as follows:

BUSA 70	Payroll and Tax Accounting	3.0	
CISB 15	Microcomputer Applications	4.0	CSU, UC

**TOTAL UNITS                    25.0**

### Special Information:

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