

HUMAN RESOURCE MANAGEMENT

ASSOCIATE IN ARTS DEGREE

The Business Administration: Human Resource Management A.A. Degree is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Human Resource Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

BUSINESS CORE COURSES (12 UNITS):		UNITS
BA 107	Human Relations in Business	3
BA 120	Management – Accounting and Internal Control	3
BA 132	Computer Applications for Managers	3
BA 156	Motivational Presentation Skills for Managers	3
or BCOT 148	Effective Business Presentations	(3)
or BCOT 247	Managerial Business Communications	(3)
or SPCH 100	Fundamentals of Oral Communication	(3)
or SPCH 130	Fundamentals of Speaking	(3)
	Subtotal:	12

DEGREE SPECIFIC COURSES (12 UNITS):		UNITS
BA 106	Human Resource Management	3
BA 108	Labor Management Relations	3
BA 109	Human Resource Development	3
BA 113	Legal Environment of Business	3
or LAW 110	Business Law	(3)
	Subtotal:	12
	Total Degree Requirements	24

REQUIREMENTS FOR AN ASSOCIATE IN ARTS DEGREE IN BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT.

Plan A, Plan B, and Plan C

Complete 60 units to include 1) the Business Core courses (12 units) and Degree Specific courses (12 units) listed above with a grade of "C" or higher or "Pass." 2) Complete the A.A. Degree General Education requirements for Plan A, or Plan B, or Plan C located in the College catalog.

NOTE: Although many of these courses are transferable, this A.A. Degree is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.

HUMAN RESOURCE MANAGEMENT

CERTIFICATE OF ACHIEVEMENT

The Business Administration: Human Resource Management Certificate of Achievement is a Career Technical Education (CTE) program which provides students with credentials that are the key to individual self-efficacy and a meaningful career. Mastery of this curriculum will help students lay the groundwork for managerial competence in the global marketplace. Human Resource Management education also helps students understand basic management functions, their interrelationships, and the organization's competitive niche. There are numerous career opportunities that exist in the Business Field including Industry, Government, and Self-Employment.

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CERTIFICATE SPECIFIC COURSES (12 UNITS):		UNITS
BA 106	Human Resource Management	3
BA 108	Labor Management Relations	3
BA 109	Human Resource Development	3
BA 113	Legal Environment of Business	3
or LAW 110	Business Law	(3)
	Subtotal:	12
	Total Certificate Requirements	24

REQUIREMENTS FOR A BUSINESS ADMINISTRATION: HUMAN RESOURCE MANAGEMENT CERTIFICATE OF ACHIEVEMENT:

Complete the Business Core courses (12 units) and the Certificate Specific courses (12 units) listed above with a grade of "C" or higher or "Pass."

NOTE: Although many of these courses are transferable, this Certificate is nontransferable. Please see a Business Counselor or the respective department chairperson for additional alternatives.