

BUSINESS ADMINISTRATION – HUMAN RESOURCES

ABOUT THIS PROGRAM

Students will start by learning the general human resource basics.

For the Human Resources Management concentration, additional topics such as recruiting and selection, training and development, compensation and benefits, risk management, employment law, diversity, and people skills (including behavioral information) will be covered. Students get a wide variety of opportunities to meet with community leaders as guest speakers. Interactive projects will be completed with peers and other classes will cover items such as interviewing skills and resume writing techniques. Students will develop mastery skills through application in case work through Work Based Learning, of 160



POSSIBLE JOB TITLES:

- Human Resource Specialist
- Compensation, Benefits, and Job Analysis Specialist
- Labor Relations Specialist
- Recruiter
- Human Resource Assistant
- Training Specialist

MEDIAN SALARY:

\$61,920 annually (Human Resource Specialist); \$39,120 annually (Human Resources Assistants)

BUREAU OF LABOR STATISTICS CLUSTER WEBSITE:

www.bls.gov/ooh/business-and-financial/home.htm

JOB PLACEMENT OF RECENT GRADUATES OF THIS PROGRAM:

- Edelbrock Manufacturing
- Coty
- First Health

SKILLS/APTITUDES NEEDED FOR PROGRAM:

- Communication skills
- Basic PC Literacy
- Attention to detail



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DEGREE(S)

Associate in Applied Science in Business Administration, Human Resources Management Track (A25120; Lee Main Campus - Day, Selected Evening, Distance) – six semesters (summers included)

DIPLOMA(S)

None

CERTIFICATE(S)

Certificate in Human Resource Management (C25120C0; Lee Main Campus - Day, Distance) – two semesters

TRANSFER OPTIONS

Yes – Limited Transfer to University of North Carolina System (Contact the program lead below to discuss transfer options further.)

ADDITIONAL COSTS OF PROGRAM

None

STATE LICENSURE/EXAMS/INDUSTRY CERTIFICATIONS

None

ADDITIONAL ADMISSIONS PROCESS

None

CONTACTS

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