



Program Planning Guide

Human Resource Management Certificate (C25120C0)

Program Length: 2 semesters

Program Sites: Online

Career Pathway Options: Associate in Applied Science Degree in Business Administration Human Resource Track; Diploma in Business Administration Human Resource Track; Certificate in Human Resource Management

Suggested Course Schedule		Class	Lab	Work	Credits	Notes:
1st Semester (fall)						
BUS 234	Training and Development	3	0	0	3	
BUS 256	Recruiting, Selecting & Per Planning	3	0	0	3	
BUS 258	Compensation and Benefits	3	0	0	3	
	Total Semester Hours	9	0	0	9	
2nd Semester (spring)						
BUS 137	Principles of Management	3	0	0	3	
BUS 217	Employment Law & Regulations	3	0	0	3	
Major Elective	SELECT ONE	3	0	0	3	BUS-151; BUS-153 BUS-261
	Total Semester Hours	9	0	0	9	
Total Semester Credit Hours Required for Graduation: 18						