

BUSINESS: HUMAN RESOURCE MANAGEMENT - LEVEL I

Business Division

Certificate E0531

This introductory certificate exposes students to the business world and the role of human resources. Students become familiar with various approaches to business organization and the strategic nature of human resources. This certificate may aid the student's search for an entry-level job in the business world.

Required Courses

Course Prefix	Course Name	Units
BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
Total Units		9

Special Information

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

Business Management Website (<http://www.mtsac.edu/management>)

Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- List and explain the foundations upon which business is built and the economic challenges facing the United States.
- Apply management concepts and functions.
- Explain theory and practical application of Equal Employment Opportunity current employment laws.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.