

BUSINESS: HUMAN RESOURCE MANAGEMENT - LEVEL II (CERTIFICATE N0469)

Business Division Certificate N0469

This certificate builds upon the Level I Certificate to provide students with specific knowledge of human resource management functions. HR law, compensations systems, and an understanding of human motivation provide the student with a solid foundation from which to build a career in human resources.

Required Courses

| Course Prefix | Course Name | Units |
|---------------|---|-------|
| | Completion of the Business: Human Resource Management - Level I coursework | 9 |
| PLUS | | |
| | Completion of the Business: Human Resource Management - Level II coursework | 9 |
| Total Units | | 18 |

| Course Prefix | Course Name | Units |
|---|--------------------------------------|-------|
| Business: Human Resource Management - Level I Coursework | | |
| BUSM 20 | Principles of Business | 3 |
| BUSM 61 | Business Organization and Management | 3 |
| BUSM 62 | Human Resource Management | 3 |
| Total Units | | 9 |

| Course Prefix | Course Name | Units |
|--|-----------------------------|-------|
| Business: Human Resource Management - Level II Coursework | | |
| ANTH 5 | Cultural Anthropology | 3 |
| BUSM 60 | Human Relations in Business | 3 |
| BUSO 25 | Business Communications | 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/>)
 Guided Pathways of Study Suggested Course Sequence (<https://www.mtsac.edu/guided-pathways/pathway-results.html?pthwyvar=N0469&desc=Business%3A+Human+Resource+Management%2C+Certificate+Level+II++N0469>)

Program Learning Outcomes

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

- Define organizational culture, socialization, and mentoring.
- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.
- Analyze social perception.

Review [Student Learning Outcomes \(SLOs\)](#) for this program.