

BUSINESS: HUMAN RESOURCE MANAGEMENT - LEVEL III (CERTIFICATE N0470)

- Identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment.
- Calculate wages and withholding amounts in payroll problems.
- Assemble payroll record keeping requirements for employers under current state and federal laws.

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

Business Division Certificate N0470

Students completing the Level III Certificate will have knowledge and practical experience in business communications and computer use. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern human resource management. Completing the advanced certificate will help those working in the human resource field to prepare for professional certification by the Human Resource Certification Institute.

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 |
| PLUS | | |
| Completion of the Business: Human Resource Management - Level III coursework | | 6.5 |
| Total Units | | 24.5 |
| 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 |
| Course Prefix | Course Name | Units |
| Business: Human Resource Management - Level III Coursework | | |
| BUSA 70 | Payroll and Tax Accounting | 3 |
| CISB 15 | Microcomputer Applications | 3.5 |
| Total Units | | 6.5 |

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: