

# BUSINESS - HUMAN RESOURCES, CERTIFICATE OF ACHIEVEMENT

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The Business Human Resources Certificate of Achievement is designed for students who seek the core Human Resources skills involved in working within a small business. This program is designed for students who want to add Human Resources abilities to their current skill set without the additional coursework of a broader education.

For further studies consider the Business Administration Associate degree with an emphasis in Human Resources. Students planning to transfer to a university to earn a bachelor's degree should consider the Associate in Science in Business Administration for Transfer (Business Administration AS-T) degree.

## Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate the core Human Resources skills involved in working within a small business.

## Certificate of Achievement Requirements

Code	Title	Units
<b>Required Core</b>		
BUSI 18	Business Law	3
BUSI 20	Introduction to Business	3
BUSI 22	Effective Leadership in Business	3
BUSI 42	Human Resources Management	3
<b>Total Units</b>		<b>12</b>

Please refer to the graduation requirements section of the Catalog for information about degree and certificate requirements including Reading and Writing, Mathematics, Information Competency, and General Education requirements.