

# ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES SUPPORT - CERTIFICATE OF ACHIEVEMENT

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Plan Code: 3201

This program will provide students with a solid foundation for individuals seeking positions in human resources. The program emphasizes employee relations, communication, ethics, recruitment, career platforms, developing training documents, presentations, and utilizing spreadsheet software.

## Program Student Learning Outcomes

- Describe the connections between business communications and ethics.
- Apply recruitment management tools to fulfill staffing needs.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
BCOM 15	Business Communications	3
BCOM 25	Digital and Social Media	3
BCOM 222	Job Search Skills	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
MGMT 50	Human Resource Management	3
<b>Total Units</b>		<b>30</b>