

# HUMAN RESOURCES ESSENTIALS-CERTIFICATE OF ACHIEVEMENT

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Plan Code: 3210

This program will provide students with critical skills related to the field of human resources. It emphasizes professional communication, employment documents, recruitment platforms, and ethical behavior.

## Program Student Learning Outcomes:

- Evaluate employee relations situations and documents.

### Program Requirements

Code Number	Course Title	Credits
<b>REQUIRED COURSES</b>		
BCOM 15	Business Communications	3
BCOM 222	Career Development for Tech Professions	3
MGMT 50	Human Resource Management	3
<b>TOTAL UNITS</b>		<b>9</b>