

HUMAN RESOURCE MANAGEMENT (APPLIED), ASSOCIATE OF SCIENCE DEGREE

Financial Aid Eligible

This Pace+ Human Resource Management (Applied) Associate of Science degree program leverages the existing human resource management and general business knowledge, skills, and abilities each student brings into the program as it prepares students to progress in their careers and educational paths. The pre-planned pathway of coursework and competencies builds on prior learning, ensuring students are best prepared to succeed as they move through the program. For students with work experience, this program will provide them with the knowledge and skills to move up the career ladder into a professional role or to progress further along a human resource management career path.

Coursework explores the various aspects of the human resource management function, as well as business law, and how human resource management fits into business operations at large. Topics also include business communication, organization and planning, business ethics, problem solving, decision-making, presentation skills, and influence. Coursework in this degree further emphasizes communication and technical skills, including commonly used workplace tools and applications. Potential careers include Human Resource Assistants and Payroll and Timekeeping Clerks, or in progressing towards the roles of a Human Resources Generalist or Specialist

Program Learning Outcomes

1. Develop and exhibit high standards of professional practice, demonstrating awareness of ethical and social responsibilities in today's multicultural, team-oriented, rapidly changing global environment.
2. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and data-driven approach.
3. Effectively communicate solutions to business problems using appropriate business terms and strategies.
4. Formulate strategies that embrace diversity within organizations and create inclusive organizational cultures.

The required courses for this degree are designed to meet local associate degree general education and graduation requirements. This Pace+ program requires additional application and registration requirements. Please visit a Coastline counselor for further information.

Course	Title	Units
Required Courses		
BUS C100	Introduction to Business	3
BUS C101	Introduction to Project Management	3
BUS C110	Business Law/Legal Environment of Business	3
BUS C120	Personal Finance	3
BUS C139	Business Communication	3
BUS C281	Work Experience Education	1

Course	Title	Units
CIS C105	Introduction to Business Office Technology	3
CIS C205	Principles of Information Systems	3
CMST C100	Interpersonal Communication	3
CMST C140	Small Group Communication	3
CMST C150	Intercultural Communication *	3
COMM C1000 (COMM C110)	Introduction to Public Speaking	3
ENGL C1000 (ENGL C110)	Academic Reading and Writing	4
ETHS C233	Racial and Ethnic Relations in America	3
GEOL C162	Applied Environmental Geology	3
KIN C101	Personal Fitness and Wellness	1
MATH C101	Applied Mathematics	3
MGMT C111	Human Resource Management	3
MGMT C115	Human Relations in Business	3
MGMT C144	Introduction to Leadership	3
PHIL C140	Business and Organizational Ethics	3
Total Units		60

* Meets the Global Society graduation requirement