

# HUMAN RESOURCE MANAGEMENT (APPLIED), CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
CMST C100	Interpersonal Communication	
CMST C101	Fundamentals of Human Communication	
CMST C140	Small Group Communication	
CMST C150	Intercultural Communication	
<b>Total Units</b>		<b>18</b>

## Financial Aid Eligible

This Pace+ Human Resource Management (Applied) Certificate of Achievement 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 various aspects of the human resource management function, as well as business law, and how human resource management fits into business operations at large. Coursework in this degree further emphasizes communication and technical skills, including commonly used workplace tools and applications. The certificate begins to prepare students for potential careers, including 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.

Course	Title	Units
<b>Required Core</b>		
Complete the following:		
BUS C100	Introduction to Business	3
BUS C110	Business Law/Legal Environment of Business	3
MGMT C100	Principles of Management	3
MGMT C111	Human Resource Management	3
MGMT C115	Human Relations in Business	3
<b>Electives</b>		
Complete 3 units of the following:		
BUS C101	Introduction to Project Management	
BUS C118	Introduction to International Business	
BUS C120	Personal Finance	
BUS C139	Business Communication	
CIS C111	Information Systems, Programming, and Database Management	