

# HUMAN RESOURCES MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

**Banner Code:** 3\_CN\_BHR

**Control Number:** 23046

**Financial Aid Eligible**

The program consists of various concentrations that will prepare an individual to have an understanding of business practices and provides students with the opportunity to select specific courses to meet their professional or personal business goals. These concentrations will provide entry-level professionals with knowledge and skills to work in a variety of business environments.

## Program Level Student Learning Outcomes

Upon completion of this program, students will be able to:

1. Effectively communicate solutions to business problems, using appropriate language and tools and demonstrating understanding of business terms and concepts.
2. 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.
3. Analyze and recommend effective business decisions/solutions using a systematic, evaluative, and information based approach.

## Certificate of Achievement

Certificate programs are designed to prepare individuals to enter a particular field of employment or to provide in-service training to those already employed. Certificates of Achievements are majors that include 16 units or more and will be posted on the transcript. They may be used as elective units towards the A.A. or A.S. Degree.

- Student must be in attendance at the time requirements are completed.
- Students must also earn a minimum of 12 units of coursework at Coastline, excluding experiential credit.
- A student with prior experience may be excused from certain certificate courses.
- 50 percent of the certificate program's units must be completed at Coastline no matter how the total number of units required for the certificate can be met.

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
BUS C150	Introduction to Marketing	3
MS C100	Principles of Management	3
<b>Electives</b>		
Complete 9-10 units of the following:		9-10

Course	Title	Units
CIS C111	Information Systems, Programming, and Database Management	
MS C101	Management and Employee Communication	
MS C102	Human Relations in Business	
MS C104	Human Resource Management	
BUS C283	Work Based Learning	
or BUS C284	Work Based Learning	
<b>Total Units</b>		<b>21-22</b>