

# BUSINESS: HUMAN RESOURCE MANAGEMENT - LEVEL II (CERTIFICATE N0469)

## Business Division

### Certificate N0469

This certificate builds upon the Level I Certificate to provide students with specific knowledge of human resource management functions. HR law, compensations systems, and an understanding of human motivation provide the student with a solid foundation from which to build a career in human resources.

## Required Courses

Course Prefix	Course Name	Units
	Completion of the Business: Human Resource Management - Level I coursework	9
PLUS		
	Completion of the Business: Human Resource Management - Level II coursework	9
<b>Total Units</b>		<b>18</b>

Course Prefix	Course Name	Units
<b>Business: Human Resource Management - Level I Coursework</b>		
BUSM 20	Principles of Business	3
BUSM 61	Business Organization and Management	3
BUSM 62	Human Resource Management	3
<b>Total Units</b>		<b>9</b>

Course Prefix	Course Name	Units
<b>Business: Human Resource Management - Level II Coursework</b>		
ANTH 5	Cultural Anthropology	3
BUSM 60	Human Relations in Business	3
BUSO 25	Business Communications	3
<b>Total Units</b>		<b>9</b>

## Special Information

Students receiving financial aid need to declare the Level III Certificate as their goal to meet Financial Aid requirements.

Business Management Website (<http://www.mtsac.edu/management/>)

Guided Pathways of Study Suggested Course Sequence

(<https://www.mtsac.edu/guided-pathways/pathway-results.html?pthwyvar=N0469&desc=Business%3A+Human+Resource+Management%2C+Certificate+Level+II++N0469>)

## Program Learning Outcomes

Upon successful completion of this program, a student will be able to:

- Define organizational culture, socialization, and mentoring.
- Compose an appropriate, effective letter presenting good news, bad news, sales, or persuasive content.
- Analyze social perception.

Review Student Learning Outcomes (SLOs) (<http://www.mtsac.edu/instruction/outcomes/sloinfo.html>) for this program.