

BUSINESS: HUMAN RESOURCE MANAGEMENT - LEVEL III (CERTIFICATE N0470)

- Identify payroll records required by the employer in preparation for filing tax forms for Social Security, federal and state income tax, state disability benefits, and federal and state unemployment.
- Calculate wages and withholding amounts in payroll problems.
- Assemble payroll record keeping requirements for employers under current state and federal laws.

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

Business Division Certificate N0470

Students completing the Level III Certificate will have knowledge and practical experience in business communications and computer use. Successful completion of this certificate prepares students to handle the increasing diversity and complexity of modern human resource management. Completing the advanced certificate will help those working in the human resource field to prepare for professional certification by the Human Resource Certification Institute.

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
PLUS		
	Completion of the Business: Human Resource Management - Level III coursework	6.5
Total Units		24.5

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

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

Course Prefix	Course Name	Units
Business: Human Resource Management - Level III Coursework		
BUSA 70	Payroll and Tax Accounting	3
CISB 15	Microcomputer Applications	3.5
Total Units		6.5

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/>)

Program Learning Outcomes

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