

CERTIFICATE IN HUMAN RESOURCES MANAGEMENT - LEVEL II

The Human Resources Management - Level II Certificate of Achievement encompasses an area of study that includes more extensive study of management issues, organizational behavior issues, and a working understanding of Excel and/or the use of spreadsheets in the business management context. This certificate is designed to prepare students to a greater degree in seeking entry-level human resources and first-line supervisory positions, and the courses supporting the certificate combine classroom lectures, demonstrations, and a wide use of technology to ensure relevant training.

Learning Outcomes

Certificate of Achievement Level Student Learning Outcomes

Students completing the Human Resources Management - Level II Certificate of Achievement will:

Develop a more comprehensive understanding of business management issues, organizational behavior issues, and Excel, so that they will be able to analyze, evaluate more detailed and complex human resources concepts and effectively apply them in real-world workplace situations.

Requirements

Code	Title	Units
Required courses:		
	Human Resources Management - Level I Certificate of Achievement	12
BUS 160	Business Law and the Legal Environment I	3
BUS 171	Human Relations in the Workplace	3
BUS 175	Introduction to Management	3
OFF 120	Microsoft Excel	3
Total Units		24

Curriculum Map

1-Year Curriculum Map Example

This map represents one possible pathway through the program and is only for reference.

*It is highly recommended that you make an appointment (<https://www.citruscollege.edu/stdntsrv/counsel/Pages/ApptSchedule.aspx>) to create a customized education plan that fits your needs.

Course	Title	Units
Fall Term 1		
BUS 130	Introduction to Business	3
BUS 132	Business, Ethics and Society	3
BUS 161	Business Law and the Legal Environment II	3

Course	Title	Units
BUS 172	Human Resources Management	3
Units		12
Spring Term 1		
BUS 160	Business Law and the Legal Environment I	3
BUS 171	Human Relations in the Workplace	3
BUS 175	Introduction to Management	3
OFF 120	Microsoft Excel	3
Units		12
Total Units		24