



## **Business Operations - Human Resources**

*College Credit Certificate | Code: 65025 | 18 credits*

*CIP (0552020104)*

The Business Operations College Credit Certificate program is the second in a series of three College Credit Certificate programs designed to prepare students for employment and advancement in the following areas: accounting/budgeting, business/ management, customer service, finance, human resources, international business, marketing, nonprofit, real estate, retail and small business. There is only one College Credit Certificate in Business Operations. Students may select one of the 7 options, but the certificate is awarded only once.

### **MAJOR COURSE REQUIREMENTS (18.00 credits)**

GEB 1011	Principles of Business	(3 credits)
MAN 2021	Principles of Management	(3 credits)
MAN 2300	Human Resources Management	(3 credits)
MNA 1345	Effective Supervision	(3 credits)
MNA 2120	Human Relations in Business	(3 credits)
MAR 2101	Social Media Marketing	(3 credits)