

Business Education & Office Administration - Human Resource Applications

Program: Business Education & Office Administration

OPTION V - HUMAN RESOURCE APPLICATIONS SHORT-TERM CERTIFICATE – Guided Pathway/Map

1st Semester

Item #	Title	Credits
BUS 150	Business Math	3
BUS 241	Principles of Accounting I	3
BUS 276	Human Resource Management	3
	Sub-Total Credits	9

2nd Semester

Item #	Title	Credits
OAD 218	Office Procedures	3
OAD 138	Records/Information Management	3
BUS 215	Business Communication	3
	Sub-Total Credits	9
	Total credits:	18