

Business Education & Office Administration - Human Resource Applications

Program: Business Education & Office Administration

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 |