

BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT - ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/7e85bdcc-be06-405f-9845-b8b63e49f8c6/programs/0ee45b38-c016-7717-b118-76636033c99c/>) for a suggested sequence of courses.

Top Code:

0506.00

The Human Resource Management program provides the knowledge and practical skills for career enhancement and job advancement in Human Resource management. The focus is on current business and personnel management systems, and participants learn how to successfully meet the challenges encountered in today's competitive business environments.

A Certificate of Achievement will be awarded upon completion of all required courses with a grade of C or better.

Program Outcomes

- Develop and administer practical HR systems.
- Measure and benchmark HR success.
- Develop a plan to avoid costly mistakes when hiring and dealing with HR issues.

Requirements for the Certificate of Achievement

Code	Title	Units
BUS 009	INTRODUCTION TO BUSINESS	3
BUS 010	INTRODUCTION TO MANAGEMENT	3
BUS 012A	BUSINESS LAW	3
BUS 117	HUMAN RELATIONS/ORGANIZATIONAL BEHAVIOR	3
BUS 128	HUMAN RESOURCES MANAGEMENT	3
BIT 108	MICROSOFT OUTLOOK AND PRODUCTIVITY TOOLS	1
BIT 109	BUSINESS SOFTWARE-MICROSOFT POWERPOINT	2
Total Units		18

General Education Requirements for the Associate in Science Degree

- General Information (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/>)
- PCC Local Gen Ed (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext>)