

Program Requirements:

"Program Requirements" specify the courses required for this program. See suggested course sequence for additional information.

A total of 3 units is required for the certificate.

Required core courses:

COURSE	TITLE	UNITS
<input type="checkbox"/> BUS 363	Management: Conflict	0.5
<input type="checkbox"/> BUS 369	Employment Law	0.5
<input type="checkbox"/> BUS 370	Ethics and Integrity	0.5
<input type="checkbox"/> BUS 371	Sexual Harassment Prevention	0.5
<input type="checkbox"/> BUS 372	Workplace Diversity	0.5
<input type="checkbox"/> BUS 396	Performance Measurement	0.5

Complete all 6 courses above or

COURSE	TITLE	UNITS
<input type="checkbox"/> BUS 391	Human Resources Mgt: Series	3

Suggested Course Sequence

The "Suggested Course Sequence" is an example of how to complete the requirements plus any additional general education that may be needed. If you would like to create a personalized Student Education Plan (SEP), schedule a meeting with a counselor.

FALL SEMESTER (YEAR 1)		
Course	Title	Units
<input type="checkbox"/> BUS 391	Human Resources Mgt: Series or	3
<input type="checkbox"/> BUS 363	Management: Conflict	0.5
<input type="checkbox"/> BUS 369	Employment Law	0.5
<input type="checkbox"/> BUS 370	Ethics and Integrity	0.5
<input type="checkbox"/> BUS 371	Sexual Harassment Prevention	0.5
<input type="checkbox"/> BUS 372	Workplace Diversity	0.5
<input type="checkbox"/> BUS 396	Performance Measurement	0.5
Total Units		3

Tasks:

- Complete Career Exploration
- Meet with Counselor (SEP)
- Visit library & tutoring
- Review Financial Aid Requirements
- Apply for Certificate with Counseling
- Utilize Job Search Resources