

HUMAN RESOURCES

Program Description

This is the study of performance management, employee relations, and resource planning. With in a business or corporation the human resources department maximizes company money by organizing human capital while minimizing human risk.

Campus
NOR, RIV

Award Type
AS, S

Career Opportunities

- Administrative Assistant
- Human Resources Assistant
- Human Resources Clerk
- Human Resources Specialist
- Personnel Assistant

Wages

	Annual	Hourly
Administrative Assistant	\$42,908	\$22.34
Human Resources Assistant	\$39,831	\$20.74
Human Resources Specialist	\$60,556	\$31.53

Contact Information

Norco – (951) 372-7067
Riverside – (951) 222-8551

BUSINESS ADMINISTRATION

AS623/CE623

HUMAN RESOURCES CONCENTRATION Certificate Program

Major Core Requirements:

Required Courses (18 units)		Units
ACC-1A	Principles of Accounting I	3
BUS-10	Introduction to Business	3
BUS-18A	Business Law I	3
BUS-20	Business Mathematics	3
BUS-22	Management Communications	3
CIS-1A	Intro. to Computer Information Systems	3
or		
CIS/CAT3	Computer Applications for Working Professionals	3

Major Concentration Requirements

12

In addition to Business Administration Major Core Requirements of 18 units noted above, choose another 12 units from the Human Resources concentration listed below:

Business Administration Major Core Requirements	18
<u>Required for this concentration</u>	<u>3</u>
MAG-56 Human Resources Management	3
and	
Select another 9 units from the following:	9
MAG-51 Elements of Supervision	3
MAG-52 Employee Training and Development	3
MAG-54 Employee Labor Relations	3
MAG/BUS-70 Introduction to Organizational Behavior	3

NOTE: Human Resources is a concentration of the Business Administration program.

Accounting	Logistics Management
Banking and Finance	Management
Business	Marketing
Human Resources	Real Estate

NOTE: Students must complete all Business Administration Major Core Requirements and must complete Major Concentration Requirements (total of 30 units) in order to receive the Certificate in the Concentration area of their choice.

Associate in Science Degree

The Associate in Science degree in Business Administration with a Major Concentration will be awarded upon completion of the requirements for the certificate, plus completion of the graduation requirements as described in the catalog. Note: A student may obtain Certificates in Business Administration with Major Concentrations in more than one field of study.

