

ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3201

This program will provide students with a solid foundation for individuals seeking positions in human resources. The program emphasizes employee relations, communication, ethics, recruitment, career platforms, developing training documents, presentations, and utilizing spreadsheet software.

Program Student Learning Outcomes

- Describe the connections between business communications and ethics.
- Apply recruitment management tools to fulfill staffing needs.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 25	Digital and Social Media	3
BCOM 222	Career Development for Tech Professions	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
MGMT 50	Human Resource Management	3
Total Units		30

HUMAN RESOURCES ESSENTIALS - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3210

Program Student Learning Outcomes:

Program Requirements

Code Number	Course Title	Credits
REQUIRED COURSES		
M C O 1 5	X I B B A X X C H R M N U N C E T H	3
M C O 2 2 2	V R A X X M V A T M W A L T S T E C H A S I T A X	3
M T S	H M W R F U M C A X X X E S S E N T I	3
TOTAL UNITS		9