

HUMAN RESOURCE ADMINISTRATOR (0429)

COLLEGE CREDIT CERTIFICATE



The purpose of this program is to prepare students for employment as human resources administrators, specialists and generalists, benefits administrators, training and development specialists, records management specialists, recruiting and staffing specialist and employee relations specialist or to provide supplemental training for persons previously or currently employed in the field. This certificate is upward compatible with the A.S. degree, Business Administration.

For additional information please call (386) 312-4183.

CERTIFICATE SPECIFIC COURSES:

+	ACG	2021C	Principles of Financial Accounting	3
+	GEB	2214	Business Communications	3
	MAN	2021	Principles of Management	3
	MAN	2300	Introduction to Human Resource Management	3
	MAR	2011	Principles of Marketing.....	3
	MNA	2320	Human Resource Recruitment, Selection and Staffing	3
	MNA	2325	Compensation & Benefit Administration	3

REQUIRED TOTAL CREDIT HOURS **21**

+Prerequisite course required. See course descriptions in catalog.

PROGRAMS OF STUDY

BUSINESS