

**Business Operations - Human Resources**

College Credit Certificate | Code: 65025 | 18 Credits

CIP (0552020104)

Effective Term: Fall 2017 (2177)

The Business Operations College Credit Certificate program is the second in a series of three College Credit Certificate programs designed to prepare students for employment and advancement in the following areas: accounting/budgeting, business/management, customer service, finance, human resources, international business, marketing, nonprofit, real estate, retail and small business. There is only one College Credit Certificate in Business Operations. Students may select one of the 4 options, but the certificate is awarded only once.

MAJOR COURSE REQUIREMENTS (18.00 Credits)

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| GEB 1011 | Principles of Business | (3 Credits) |
| MAN 2021 | Principles of Management | (3 Credits) |
| MAN 2300 | Human Resources Management | (3 Credits) |
| MNA 1345 | Effective Supervision | (3 Credits) |
| MNA 2120 | Human Relations in Business | (3 Credits) |
| MAR 2101 | Social Media Marketing | (3 Credits) |