

HUMAN RESOURCE MANAGEMENT CERTIFICATE (5202013359)



Name: _____

Student ID: _____

| REQUIRED COURSES | Credit | Grade | Complete |
|---------------------------------------|----------|-------|----------|
| BAS 274 Human Resource Management | 3 | | |
| BAS 287 Supervisory Management | 3 | | |
| ACT 196 Payroll Accounting | 3 | | |
| TOTAL REQUIRED COURSE CREDITS: | 9 | | |

Choose 9 hours from the following Technical Courses. Students may select other courses as approved by the Business Administration Systems Program Coordinator.

| Technical Courses | Credit | Grade | Complete |
|--|-----------|-------|----------|
| BAS 280 Business Internship <i>OR</i> COE 199 Cooperative Education | 1-3 | | |
| ISX 100 Industrial Safety | 3 | | |
| BAS 284 Applied Management Skills | 3 | | |
| BAS 288 Person & Organizational Leadership | 3 | | |
| BAS 290 Management, Ethics & Society | 3 | | |
| BAS 299 Selected Topics in Management: (Track Topic) | 1-3 | | |
| OST 275 Office Management | 3 | | |
| QMS 101 Introduction to Quality Systems | 3 | | |
| QMS 201 Customer Service Improvement Skills | 3 | | |
| QMS 202 Performance Management | 3 | | |
| PSY 180 Human Relations | 3 | | |
| IFM 111 Client-Side Informatics Software | 3 | | |
| IFM 128 Principles of Informatics | 3 | | |
| IFM 130 Business Data Communications | 3 | | |
| IFM 211 Collaboration Software | 3 | | |
| IFM 215 Information System Analysis | 3 | | |
| IFM 225 Advanced Informatics | 3 | | |
| IFM 235 Information Systems and Business Intelligence | 3 | | |
| Total Certificate Credits | 18 | | |

NOTES:
