



OFFICIAL CERTIFICATE COMPLETION FORM

5020 - BUSINESS CERTIFICATE - HUMAN RESOURCES MANAGEMENT

Courses offered for - (30) hour certificate

Required Classes - 24 Credit Hours (8 Courses):

- BUS 4983 Seminar - Employment Law - Summer Only OR
- BUSLW 4253 Employment & Labor Law
- BUCOM 3133 Business Communications & Report Writing
- COMM 2253 Communications in the Workplace
- MGMT 3013 Principles of Management
- MGMT 3043 Human Resources Management
- MGMT 3103 Organizational Behavior
- MGMT 4313 Compensation and Benefits - Fall Only
- MGMT 4323 Human Resources Development - Spring Only

Elective Classes - Must Complete 6 Credit Hours (2 Courses):

- BUS 4213 Business Ethics
- COMM 3243 Presentational Communications
- ENTR 3103 Introduction to Entrepreneurship
- ENTR 4413 Business Planning & Strategy for Entrepreneurs
- MGMT 4623 Leadership
- MIS 3453 Advanced Computer Business Applications
- MKTG 3313 Principles of Marketing