



# 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