

## 2023-24 ACADEMIC PROGRAMS

### 2023-2024 HR SKILLS AND OPERATIONS (CTHRSO)

Program is also available online

#### Description

This program prepares students for entry-level jobs as a human resource assistant or specialist where they will be assisting in activities that range from recruiting, interviewing and hiring job candidates to evaluating jobs, negotiating contracts, and ensuring company compliance with equal opportunity regulations. This program also provides students with basic management skills that will improve their ability to manage people.

#### Course Requirements

#### Major/Area Requirements

Class	Title	Minimum Credits
BMG 111	Business Law I	3
BMG 205	Creating the Customer Experience	3
BMG 207	Business Communication	3
BMG 230	Principles of Management	3
BMG 240	Human Resources Management	3
BMG 279	Organizational Management	3
Total		18

#### Total Credits Required: 18

Accurate as of 02/16/2024 Information is subject to change without notice.