

2023-24 ACADEMIC PROGRAMS

HR SKILLS AND OPERATIONS (CTHRSO)

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.

This is a **high demand and high wage** program as defined by the [Michigan Community College Network](#).

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 02/03/2023 Information is subject to change without notice.