CA Human Relations in the Workplace

This certificate is an introduction to how to effectively manage interpersonal workplace relationships. Students learn effective professional business communication techniques and strategies for the workplace. Individuals who work in or wish to work in agencies, nonprofit and business organizations, government institutions, the military, schools and universities, religious organizations, athletics, advising, personnel services, hospitals or any other setting in which human relation skills are a necessity will benefit from this certificate.

Career Opportunities

A career in human relations allows individuals to work in an interpersonal setting in diverse fields. The human relations career path includes jobs such as corporate trainer, human relations/leadership consultant, industrial/labor relations consultant, job recruiter, and personnel manager.

Program Learning Outcomes

Students completing this program will be able to:

1. Design and manage business documents using current technology to engage in creative problem solving.
2. Communicate an understanding of business concepts professionally through written, oral and visual presentations using current technology.
3. Recognize ethical behavior in their chosen profession and behave in a socially responsible manner.
4. Analyze business issues, interpret financial data and identify economic trends.

Major: Core and Selective Requirements

Complete Core Courses, 18 units:		Units
BUS. 100	Introduction to Business	3 units
BUS. 101	Human Relations in the Workplace	3 units
BUS. 180	Marketing	3 units
BUS. 401	Business Communications	3 units
COMM C1000	Introduction to Public Speaking	3 units
COMM C1004	Interpersonal Communication	3 units