

HUMAN RESOURCES ADMINISTRATOR, COLLEGE CREDIT CERTIFICATE

3. Analyze small business accounting and financial management practices
 - *Supports Core Ability: Think Critically and Solve Problems*

Program Code: HRCC
Meta-Major: BUSN
Location(s): Cocoa, Melbourne, Palm Bay, Titusville
Delivery Method(s): On-Campus, Hybrid, Online
Previous Degree Required: HS Diploma
Eligible for Financial Aid: Yes
Additional Limited Access Application Process Required: No
Program Testing Requirements:
Classification of Instructional Programs (CIP) Code: 52.0201
Florida Department of Education CIP Code: 0552020105

This certificate is part of the [Business Administration A.S. degree program](#).

This certificate program prepares students for entry-level positions in a human resource management department. Students will become acquainted with basic business operations, records management, the major functions of human resource management and key legislation affecting the management of human resources. Credits earned in this certificate also apply to the [Associate in Science \(A.S.\) degree in Business Administration](#). [Visit the program page for more details and how to apply.](#)

The student will be required to complete an approved internship. The internship assignment must provide experience in a human resource department.

Certificate Requirements

Code	Title	Credit Hours
Major Courses		
BUL 2242	Business Law 2	3
MNA 2300	Introduction to Human Resource Management	3
MNA 2320	Human Resource Recruitment and Staffing	3
MNA 2325	Human Resource Compensation and Benefits Administration	3
SBM 2000	Small Business Management	3
Technical Electives		
Choose any courses within the Business Administration AS degree that are not otherwise specified in this certificate.		6
Total Credit Hours		21

Learning Outcomes: Human Resources Administrator CCC

1. Summarize key points of U.S. labor law, employment law, worker protection, worker's compensation, and occupational safety regulations
 - *Supports Core Ability: Think Critically and Solve Problems*
2. Evaluate variable pay, executive compensation, and benefits
 - *Supports Core Ability: Think Critically and Solve Problems*