



Cerritos College

BUSINESS ADMINISTRATION PROGRAMS HUMAN RESOURCES MANAGEMENT

Program of Study

DIVISION/DEPARTMENT REQUIREMENTS:		UNITS
BA 50	Math for Business and Finance	3
BA 105	Personnel-Policy and Procedures	3
BA 113	Legal Environment of Business	3
or LAW 111	Business Law	(3)
BA 104	Managing Cultural Diversity	3
BA 106	Human Resource Management	3
BA 107	Human Relations in Business	3
BA 108	Labor Management Relations	3
BA 132	Computer Applications for Managers	3
or CIS 101	Introduction to Computer Information Systems	(3)
BA 156	Motivational Presentation Skills for Managers	3
BA 203	Management-Department Operations	3
BCOM 147	Business Communications	3
or BCOM 148	Effective Business Presentations	(3)
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TOTAL CERTIFICATE REQUIREMENTS		33

ASSOCIATE IN ARTS DEGREE REQUIREMENTS:

1) Meet the division/department requirements; 2) Take 10 additional BA units of your choice (from BA 100 and above); 3) Complete the necessary identified general education courses to meet the Plan A, Plan B, or Plan C requirements; 4) Complete the proficiency requirements and electives, if necessary to total a minimum of 60 degree applicable units.

NOTE: Although many of these courses are transferable, this Certificate/AA Degree is nontransferable.

CAREER OPPORTUNITIES: Prepares the student for a variety of career opportunities in business, industry, government, and self-employment

Please see Business Counselors or the respective department for additional alternatives.

See Cerritos College graduation requirements.

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