

# HUMAN RESOURCES ADMINISTRATOR (CCC)

**Previous Degree Required:** HS Diploma  
**Eligible for Financial Aid:** Yes  
**Delivery Method(s):** On-Campus, Hybrid, Online  
**Location(s):** All campuses and online  
**Limited Access:** No  
**Program Testing Requirements:** Not Required  
**Academic Community:** BUSN  
**Program Code:** HRCC  
**Classification of Instructional Programs (CIP) Code:** 52.0201  
**Florida Department of Education CIP Code:** 0552020105

This certificate is part of the A.S. Business Administration degree.

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.

Refer to the [College Credit Certificate](#) overview page to find information about admission, graduation, general education and other requirements.

Visit the [program page](#) for more information.

## Program of Study

Code	Title	Credit Hours
<b>Major Courses</b>		
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
<b>Technical Electives (6 credits)</b>		<b>6</b>
Choose any courses within the A.S. Business Administration degree that are not otherwise specified in this certificate.		
<b>Total Hours:</b>		<b>21</b>

## Course Sequence

Below is the recommended sequence for taking courses in this degree. Using this guide and meeting with your assigned advisor each term is the key to successful program completion.

Please note that course prerequisites, including required developmental math, reading, or writing, need to be completed to continue on to the more advanced course. Click on the course number to see the requirements.

Code	Title	Credit Hours
BUL 2241	Business Law 1	3
MNA 2300	Introduction to Human Resource Management	3

SBM 2000	Small Business Management	3
Technical Elective <sup>1</sup>		3
MNA 2320	Human Resource Recruitment and Staffing	3
MNA 2325	Human Resource Compensation and Benefits Administration	3
Technical Elective <sup>1</sup>		3
<b>Total Hours:</b>		<b>21</b>

<sup>1</sup> Select any course within the Business Administration A.S. degree that is not otherwise specified in this certificate.

## Learning Outcomes

- Summarize key points of U.S. labor law, employment law, worker protection, worker's compensation, and occupational safety regulations
  - Core Ability Supported: Think Critically and Solve Problems*
- Evaluate variable pay, executive compensation, and benefits
  - Core Ability Supported: Think Critically and Solve Problems*
- Analyze small business accounting and financial management practices
  - Core Ability Supported: Think Critically and Solve Problems*