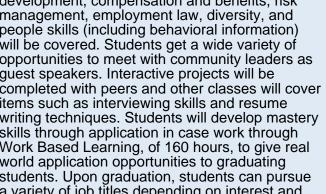


BUSINESS ADMINISTRATION **HUMAN RESOURCES**

ABOUT THE PROGRAM

Students will start by learning the general human resource basics. For the Human Resources Management concentration, additional topics such as recruiting and selection, training and development, compensation and benefits, risk management, employment law, diversity, and people skills (including behavioral information) will be covered. Students get a wide variety of opportunities to meet with community leaders as guest speakers. Interactive projects will be completed with peers and other classes will cover items such as interviewing skills and resume writing techniques. Students will develop mastery skills through application in case work through Work Based Learning, of 160 hours, to give real world application opportunities to graduating students. Upon graduation, students can pursue a variety of job titles depending on interest and ability.





Students interested in Business Technologies tend to be analytical, organized, and work well with others and in teams. Graduates find jobs in a wide variety of fields, including law firms, medical offices, financial institutions, management, government, and not-for-profit organizations.





Possible Employment In Industry

Human Resource Specialist Compensation, Benefits, & Job Analysis Specialist Labor Relations Specialist Recruiter **Human Resource Assistant**



Top Employers In Region

Edelbrock Manufacturing Coty First Health



Occupational Statistics

MEDIAN SALARY:

\$61,920 annually (Human Resource Specialist)

\$39,120 annually (Human Resources Assistants)



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Degrees

Associate in Applied Science in Business Administration, Human Resources Management Track (A25120; Lee Main Campus - Day, Selected Evening, Distance) -Six Semesters (Summers Included)



SHRM Certified Professional (SHRM-CP®) aPHR Certification



Diplomas

Diploma in Human Resource Management (D25120HR; Lee Main Campus - Day, Select Evening, Distance) - Four Semesters (Summers Included)



Additional Admissions Process

None



Certificates

Certificate in Human Resource Management (C25120C0; Lee Main Campus - Day, Distance) - Two Semesters



Skills In Demand For Program And Industry

Communication skills Basic PC Literacy Attention to detail



Transfer Options

Yes - Limited Transfer to University of North Carolina System (contact the program lead to discuss transfer options further).



Work-Based Learning Information

HR Apprenticeships - Earn while you Learn (limited availability)



Additional Program Costs

None





To find all program planning guides, contact information, and more, scan the QR code or visit www.cccc.edu/programs