

# ADMINISTRATIVE OFFICE ASSISTANT-HUMAN RESOURCES CERTIFICATE - 18 CREDITS

Program Plan — "Fall or Spring Semester"

Locations: Online

1st Fall Term (18 credits)

## Courses

Course	Creds
ADMS1110 - Word Processing .....	3
ADMS1116 - Business Communications I .....	3

### 3 credits in one or more of the following:

ADMS1120 - Administrative Office Procedures .....	3
ADMS1130 - Office Software Applications .....	3

### 9 credits in one or more of the following:

HRES1122 - Human Resource Management .....	3
HRES1126 - Talent Acquisition .....	3
HRES1134 - Training and Development .....	3
HRES2204 - Policy Administration .....	3
HRES2224 - Employee/Labor Relations .....	3