BELLEVUE COLLEGE

Human Resources Assistant

Certificate of Achievement

STUDENT NAME		SID #	
PROGRAM CHAIR		DATE	

PROGRAM REQUIREMENTS			Requested Substitution/Transfer Credits (if applicable)			Completed		
Course	Course Title	CR	College/University	Course	CR	Grade	Quarter	Year
CORE COURSEWORK								
ACCT 101	Practical Accounting I	5						
BTS 109	Business Communications	5						
BTS 144	Personal Information Manager	3						
BTS 165	Business Spreadsheet Analysis & Design	5						
BTS 168	Business Data Management Tools	5						
BTS 210	Collaborative Web Spaces	5						
BTS 280	Project Planning Tracking & Reporting	5						
BUS 120	Organizational Behavior	5						
BUS 221	Human Resource Management	5						
Choose 5 credits from the following:		5						
BTS 110 BTS 161	Web Essentials (5 Cr) Business Software Essentials (5 Cr)							
TOTAL		48						

Students completing the Human Resources Assistant certificate are prepared for human resources administrative positions that require theory and practice of personnel administration, project management, human resources information systems technology skills, business communication skills, office administration, accounting principles, customer relations and office software applications skills. The curriculum includes introductory through intermediate and some advanced office applications software courses, specialized human recourse software, business communication and electronic communication tools, and accounting principles. This certificate prepares students to provide human resources administrative support using software applications skills, business and communication skills.

LEARNING OUTCOMES

Certificate recipients should possess the skills & abilities described below:

- Work at the expert with word processing applications
- Work at an advanced level with applications for spreadsheets, project management, human resources software and Personal Information Manager software
- Apply basic human resources practices and theories
- Use basic accounting principles
- Apply basic organizational behavior principles

FOR MOST UP-TO-DATE INFORMATION, GO TO:

www.bellevuecollege.edu/programs/degrees/proftech/bts/#hrAssistant

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