

# Business Associate • Human Resources • Upskill Certificate

## On-Campus or Online

### Semester Course Outline • 2022 – 2023

9 Months (2 Semesters) • Revised: 5/23/22

Credits Required for Certificate: 18



#### Fall Semester

Course Number	Course Title	Clock Hours	Credits
BUS 101	Introduction to Business	45	3
BUS 170	Human Resource Management	45	3
BUS 210	Compensation Benefits	45	3
<b>Total</b>		135	9

#### Spring Semester

Course Number	Course Title	Clock Hours	Credits
BSA 108	Employment Law	45	3
BSA 209	Principles of Insurance	45	3
BSA 212	Recruitment, Training, and Development	45	3
<b>Total</b>		135	9