

ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES SUPPORT - ASSOCIATE IN SCIENCE

IGETC Pattern (Plan C) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-c/>)
Electives (as needed to reach 60 degree-applicable units)²

Minimum Degree Total **60**

¹ Units for the major may be double-counted for LBCC GE, CSU GE, or IGETC; see counselor for limitations.

² Elective units from course(s) numbered 1-599, if needed, to reach 60 degree-applicable units.

Plan Code: 2201

This program provides students with a solid foundation for individuals seeking positions in human resources. The program emphasizes employee relations, communication, ethics, recruitment, career platforms, developing training documents, presentations, and utilizing spreadsheet software.

Some potential jobs that this program may prepare students for include Benefits Specialist, Human Resources Analyst, Human Resources Assistant, Human Resources Coordinator, Human Resources Generalist, Human Resources Specialist, Payroll Technician, Recruiter, Talent Acquisition Specialist, and Training Coordinator.

Potential risks associated with this degree are occupations that are inherently competitive and low-salaried.

Program Student Learning Outcomes

- Demonstrate the ability to attain the Institutional Student Learning Outcomes (ISLOs).
- Describe the connections between business communications and ethics.
- Apply recruitment management tools to fulfill staffing needs.

Program Requirements

This degree requires the completion of General Education coursework plus the following:

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 25	Digital and Social Media	3
BCOM 222	Career Development for Tech Professions	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
MGMT 50	Human Resource Management	3
Required Subtotal		30

Complete one of the following:¹

LBCC General Education (Plan A) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-a/>)

CSU GE Breadth (Plan B) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-b/>)

ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES SUPPORT - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3201

This program will provide students with a solid foundation for individuals seeking positions in human resources. The program emphasizes employee relations, communication, ethics, recruitment, career platforms, developing training documents, presentations, and utilizing spreadsheet software.

Program Student Learning Outcomes

- Describe the connections between business communications and ethics.
- Apply recruitment management tools to fulfill staffing needs.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 25	Digital and Social Media	3
BCOM 222	Career Development for Tech Professions	3
COSA 15	Microsoft Excel for Windows	3
COSA 20	Microsoft PowerPoint for Windows	3
COSA 30	Introduction to Computers	3
COSA 210	Intro to Project Management for IT	3
COSA 215	Microsoft Outlook for Windows	3
COSK 200	Keyboarding and Document Production	3
MGMT 50	Human Resource Management	3
Total Units		30

HUMAN RESOURCES ESSENTIALS - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3210

This program will provide students with critical skills related to the field of human resources. It emphasizes professional communication, employment documents, recruitment platforms, and ethical behavior.

Program Student Learning Outcomes:

- Evaluate employee relations situations and documents.

Program Requirements

Code Number	Course Title	Credits
REQUIRED COURSES		
BCOM 15	Business Communications	3
BCOM 222	Career Development for Tech Professions	3
MGMT 50	Human Resource Management	3
TOTAL UNITS		9