# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**BUSINESS ADMINISTRATION/**

**EQUAL OPPORTUNITY AND EMPLOYEE RELATIONS CERTIFICATE (C25120C17)**

Effective: Fall 2022

Revised: 02/03/22

The Equal Opportunity and Employee Relations certificate is designed to provide individuals with the basics of employment law and regulations for both public and private sector employee relations positions. Ethical practices in employment issues will be emphasized.

Course work includes employment law, ethics, diversity, organizational behavior, recruitment, selection, and personnel planning.

Upon completion, students should be able to research and analyze employment data, laws, and regulations and apply this information in the workplace. Students may transfer these courses into the Associate degree Business Administration programs.

Length: 2 Semesters

Prerequisite: High School Diploma, Placement Test Equivalent

Award: Certificate

**FALL SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| BUS217 | Employment Law and Regs | 3 | 0 | 0 | 3 |
| BUS240 | Business Ethics | 3 | 0 | 0 | 3 |
| MKT223 | Customer Service | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **9** | **0** | **0** | **9** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| BUS255 | Org Behavior in Business | 3 | 0 | 0 | 3 |
| BUS256 | Recruit Se;ect & Per Plan | 3 | 0 | 0 | 3 |
| BUS261 | Diversity in Mgmt | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **9** | **0** | **0** | **9** |

# TOTAL REQUIRED CREDITS.... 18

**Work-Based Learning Option:** NA