# FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE

**BUSINESS ADMINISTRATION/**

**RECRUITMENT AND STAFFING SPECIALIST CERTIFICATE (C25120C18)**

Effective: Fall 2022

Revised: 02/03/22

The Recruitment and Staffing Specialist certificate is designed to provide individuals with the skills necessary to perform talent acquisition and retention activities. Individuals in these positions will be involved in workforce recruitment and selection activities, networking, and public events.

Course work includes recruitment, selection, social media marketing, diversity, customer service, and communication.

Upon completion, students should be able to effectively perform human resources recruitment and staffing activities. 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** |
| CIS110 | Introduction to Computers | 2 | 2 | 0 | 3 |
| or |  |  |  |  |  |
| CIS111 | Basic PC Literacy | 1 | 2 | 0 | 2 |
| MKT223 | Customer Service | 3 | 0 | 0 | 3 |
|  | COM Elective | 3 | 0 | 0 | 3 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **7** | **2** | **0** | **8** |

**SPRING SEMESTER**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Prefix No.** | Title | **Class** | **Lab** | **Clinical** | **Credit** |
| BUS256 | Recruit Se;ect & Per Plan | 3 | 0 | 0 | 3 |
| BUS261 | Diversity in Mgmt | 3 | 0 | 0 | 3 |
| MKT232 | Social Media Marketing | 3 | 2 | 0 | 4 |
|  |  | ----- | ----- | ----- | ----- |
|  | **Totals** | **9** | **2** | **0** | **10** |

# TOTAL REQUIRED CREDITS.... 18

**Work-Based Learning Option:** NA