Area of Study: **Business and Information Technology**
Pathway: **Human Resource Management**
Type: **Certificate**
Curriculum Code: **BUS.HRM.CERT (C306F)**

(Total Program Credits: 30)

The Human Resource Management certificate program will assist the learner in understanding the basic concepts of human resource management. A certificate program designed for learners who wish to specialize in the expanding field of human resource management, as well as beginning to prepare for the PHR/SPHR certification.

PROGRAM LEARNING OUTCOMES:

At the successful completion of the Human Resource Management Certificate, the graduate will be able to:

• create documentation utilized in a Human Resource Department;

• assess job candidates using different matrix reports;

• classify the different laws and policies applicable when interacting with current and potential employees; and

• describe the development of a Human Resource organization system.

Placement Measures MAT, RHT, and COL sequence placement will be determined by an Academic Advisor. Contact your Academic Advisor or Transfer Specialist (if transferring), before registering for courses. *Developmental education courses <u>do not transfer</u>. They assist students in the path towards college credit.*

Program Map for Full-Time Students

Semester One: Fall	Category	Next Steps
		Meet with your Academic Advisor to create an academic plan.
BUS 141 ◊ Introduction to Business (3)	*Required*	
BUS 171 ◊ Introduction to Customer Service (3)	*Required*	
BUS 200 ◊ Introduction to Human Resource Management (3)	*Required*	Explore stackable certificate(s)/degree(s)
BUS 260 ◊ Labor Law (3)	*Required*	
BUS 270 ◊# Employee Health and Safety (3)	*Required*	

15 Credit hours

Semester Two: Spring	Category	Next Steps
		Meet with your Academic Advisor to finalize your academic plan for graduation and register for stackable certificate/degree (option).
BUS 205 ◊# Problem Solving for Human Resources (3)	*Required*	
BUS 210 ◊# Recruitment and Selection (3)	*Required*	
BUS 220 ◊# Training and Development (3)	*Required*	
BUS 240 ◊# Compensation and Benefits (3)	*Required*	
BUS 250 ◊# Employee and Labor Relations (3)	*Required*	Submit graduation petition by deadline (check for the specific date in catalog or syllabus.)

15 Credit hours

See BUS course descriptions (p. **Error! Bookmark not defined.**)*.*

Coordinator: Dr. William M. Griffin, Ext. 3579