

## Business, Certificate

### HUMAN RESOURCE MANAGEMENT

#### School of Business

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#### Program Description

The Business Human Resource Management Certificate is designed to prepare students for entry-level human resources management positions in a variety of organizations. The program of study develops basic competence in a focused range of essential human resources functions. Courses included in this certificate may be applied toward the Business AAS Human Resource Management option.

#### Career Opportunities

Graduates of the Business Human Resource Management Certificate may find employment as compensation management specialists, safety management specialists, and general human resources management specialists. Job opportunities will be available in large corporations, a variety of small businesses, and nonprofit organizations.

#### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Implement marketing/sales skills applicable to the customer orientation of the employer.
- Supervise human resources in an organization.
- Utilize negotiating skills with employees and/or local union officials.

Sugg. Term	Seq #	Course ID	Course Title	Cr.	Prereq/Coreq(Co)	Options Available
Fall	1	PDV 101	First Year Seminar	1		
	2	BUS 241	Human Resource Management	3		
	3	BUS 244	Business Statistics	3	BUS 120 (C or better) or MTH 052	
	4	BUS 249	Labor Relations	3		
Spring	5	BUS 275	Organizational Behavior	3		
	6	BUS 285	Compensation Management	3		
	7	BUS 278	Data Analytics	3	BUS 244	

Minimum Program Credits

19

HRMGT