



Human Resources Management Certificate

2018–2019

DESCRIPTION:

The Human Resources Management Certificate program is designed to introduce the essential functions of human resources to individuals considering a career in human resources or the beginning human resources practitioner. Students will find this certificate to be an essential vehicle in moving from a line position into the profession of human resources. In addition to acquiring a basic understanding of how business organizations function, students will be introduced to the following Human Resources Management functions: recruitment and selection, training and development, compensation and benefits, employee relations, and performance evaluation. For more information, see csc.edu/academics/departments/human-resources.

ADMISSION REQUIREMENTS:

This is a non-selective, open-admission program. Students must place into ENGL 1100.

ONGOING REQUIREMENTS:

Students must maintain minimum overall GPA required by the College.

OPPORTUNITIES FOR GRADUATES:

Career:

Upon completion of the certificate program students will be equipped to move into generalists HR duties and responsibilities.

These responsibilities may include: recruitment and selection, training and development, performance evaluation, affirmative action and equal employment opportunity, compensation and benefits administration, employee and labor relations, safety, strategic planning, employee records management, and ensuring that the organization is in compliance with myriad laws and legal issues surrounding the employee/employer relationship.

Transfer:

All certificate coursework may be applied to the requirements necessary for the Human Resources Management A.A.S. degree program.

CERTIFICATE REQUIREMENTS (HUMAN RESOURCES MANAGEMENT CERTIFICATE):**FIRST SEMESTER**

Course	Term	Credits	Milestones/Progress Check
BMGT 1102 Interpersonal Skills	AU/SP/SU	2	
BMGT 2200 Mgmt & Organizational Behavior	AU/SP/SU	3	
HRM 1121 Human Resources Management	AU/SP/SU	3	
Semester Credits		8	

SECOND SEMESTER

Course	Term	Credits	Milestones/Progress Check
LEGL 2064 Legal Environment of Business	AU/SP/SU	3	
HRM 1223 Human Resource Policy and Procedure	AU/SP/SU	3	
HRM 1224 Employee Training & Development	AU/SP	3	
HRM 1225 Employee and Labor Relations	AU/SP	3	
Semester Credits		12	

THIRD SEMESTER

Course	Term	Credits	Milestones/Progress Check
HRM 1825 Compensation	AU/SP	3	
HRM 1828 Benefits	AU/SP	3	
HRM 2221 Staffing Under the Law	AU/SP	2	
Semester Credits		8	
Total		28	

AU: Autumn Semester/SP: Spring Semester/SU: Summer Semester
Requirements subject to change.