



**Human Resource Management Concentration  
 Credential: Human Resources Management  
 Certificate C2512C00**

The Human Resources Management Certificate program is designed to provide students with the skills to work in the area of human resources. Students who complete the certificate requirements should be prepared to work in a variety of work environments including business, industry, and educational settings. Specific emphasis will be placed on compensation and benefits, employee training and development, employment law and regulations, employee assessment and evaluation, and employee recruitment and planning. Credits earned in this program may be transferred toward an Associate in Applied Science Degree in Human Resource Management.

Program Length: 2 semesters

Career Pathway Options: Associate in Applied Science Degree in Human Resources Management Concentration and Diploma in Human Resource Management  
 (Higher entrance standards required)

Program Sites:

Lee Campus – Evening Program, Selected Distance Courses

**Course Requirements for Human Resource Management Certificate**

Required Major Core Courses (18 SHC)		C-L-SHC
BUS 217	Employment Law and Regulations	3-0-3
BUS 234	Training and Development	3-0-3
BUS 256	Recruiting, Selecting and Personnel Plng.	3-0-3
BUS 258	Compensation and Benefits	3-0-3
	Major Electives	6-0-6

**Elective (Choose 6 SHC)**

BUS 137	Principles of Management	3-0-3
BUS 151	People Skills	3-0-3
BUS 153	Human Resource Management	3-0-3
BUS 261	Diversity in Management	3-0-3

Total Semester Hours Credit Required for Graduation: 18

**Semester Curriculum for Human Resource Management Certificate**

**1st Semester (Fall)**

BUS 234	Training and Development	3-0-3
BUS 256	Recruit Select and Personnel Planning	3-0-3
BUS 258	Compensation and Benefits	<u>3-0-3</u>
		9-0-9

**2nd Semester (Spring)**

BUS 217	Employment Law and Regulations	3-0-3
	Major Electives	<u>6-0-6</u>
		9-0-9

Total Semester Hours Credit: 18

**BUS 115 Business Law I 3-0-3**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

**BUS 137 Principles of Management 3-0-3**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management.

**BUS 151 People Skills 3-0-3**

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

**BUS 153 Human Resource Management 3-0-3**

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS 217 Employment Law and Regulations 3-0-3**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**BUS 234 Training and Development 3-0-3**

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**BUS 256 Recruit Select and Per Plan 3-0-3**

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. *This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.*

**BUS 258 Compensation and Benefits** 3-0-3

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.

**BUS 261 Diversity in Management** 3-0-3

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.