

Human Resource Management Certificate (HMNC)

This program allows students to specialize in personnel and human resource topics. The skills and knowledge provided enhance the ability to effectively attain and maintain an organization’s most valuable resource—people. Graduates will be qualified to obtain entry-level human resource management positions, such as benefits coordinator, personnel records supervisor, training and development coordinator, and recruitment specialist. Credits may be applied toward the A.A.S. degree in Human Resource Management.

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

- describe the business enterprise concept, including ethical considerations.
- demonstrate and integrate computer literacy.
- apply fundamental accounting principles and procedures.
- apply legal principles, particularly rules of contracts, to all business activities.
- describe procedures for compliance with various human resource regulations and the law.
- describe supervisory skills and standards for human resource management procedures.
- analyze issues involved in organizational recruitment, training, and development.

Summer Semester		Credits
BUS 120	Introduction to Business Organization	3
CIS 105	Introduction to Computers and Applications	3
		<hr/> 6
First Semester		
BUS 211	Principles of Management	3
BUS 241	Business Law I	3
BUS 252	Human Resources Management	3
ACC 160	Principles of Accounting I	3
		<hr/> 12
Second Semester		
BUS 254	Human Resources Law	3
BUS 259	Compensation and Benefits Management	3
BUS 262	Recruiting, Training, and Evaluating Employees	3
IDS 105	Thinking, Problem Solving, and Team Building	3
		<hr/> 12
Credit Total		30