

# Human Resource Management Certificate in Business

## Entrance Requirements:

Acceptable ASSET or COMPASS score, plus high school diploma

## Type of Program:

Day or Night

## Type of Degree:

Certificate

- This program will provide the opportunity for students to enhance their skills in the field of Human Resource Management.

## Recommended Program Schedule

### *First Semester - Fall*

ENG 101	English Composition I	3.0
MGT 101	Principles of Management	3.0
MGT 150	Fundamentals of Supervision	3.0
CPT 101	Introduction to Computers	3.0

### *Second Semester - Spring*

MGT 201	Human Resource Management	3.0
BUS 220	Business Ethics	3.0
MGT 270	Managerial Communications	3.0
SPC 205	Public Speaking*	3.0

### *Third Semester - Summer*

BUS 128	Employment Law	3.0
MGT 210	Employee Selection and Retention	3.0

### *Fourth Semester - Fall*

MGT 255	Organizational Behavior	3.0
BUS 136	Compensation and Benefits Analysis	3.0

**Total credit hours** **36.0**

\*General Education course