

# Human Resource Management Certificate in Applied Science

## Mission Statement

The mission of the Human Resource Management Certificate in Applied Science is to prepare students for an entry-level position in the human resource management field.

## Entrance Requirements:

Acceptable placement test score(s), plus high school diploma or GED

## Type of Program:

Available online, partially day and evening

- This program will provide the opportunity for students to enhance their skills in the field of human resource management.
- To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS and MGT.
- Listed below is the ideal grouping of courses in order by semester. This plan assumes a 3/4-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

## Recommended Program Schedule

### First Semester

CPT	170	Microcomputer Applications	3.0
ENG	101	English Composition I*	3.0
MGT	101	Principles of Management	3.0

### Second Semester

BUS	121	Business Law	3.0
MGT	150	Fundamentals of Supervision	3.0
MGT	201	Human Resource Management	3.0
SPC	205	Public Speaking*	3.0

### Third Semester

PSY	201	General Psychology*	3.0
MGT	210	Employee Selection and Retention	3.0
MGT	270	Managerial Communications	3.0

### Fourth Semester

BUS	220	Business Ethics	3.0
MGT	255	Organizational Behavior	3.0
BUS	136	Compensation and Benefits Analysis	3.0

**Total Required Credit Hours: 39.0**

\*General education course

Note: Please contact your advisor for assistance with scheduling.

Visit <https://www.gvltec.edu/gainful-employment/> for important information about the educational debt, earnings and graduation rates of students who attended programs.