



PROFESSIONAL CERTIFICATE IN **Human Resource Management**

Certificate Description

This certificate provides high school graduates, professionals with limited experience or out-of-field students and professionals the opportunity to understand the significance of human resource management in today's business environment.

Business & Society—BUS 105 (required)—This survey course provides students with a general introduction to business activity and how it relates to our economic society. Students will explore how businesses are owned, organized, managed, and controlled.

Outcomes:

- Describe the basic environments (legal, social, economic) in which a business operates.
- Explain the basic concepts of management and recognize problems faced in operating a business enterprise.
- Identify basic concepts regarding money and banking, financial management, stock and bond markets, and risks involved in business.
- Discuss the changing factors that could influence business in the future.
- Distinguish the differences between the major forms of business organizations and be able to know and identify the characteristics of each.

Management and Leadership of Organizations—MGMT 310 (required)—This course examines the elements of management and leadership as they apply to modern organizations. Special emphasis is placed on organizational change, role of managers, and cultural differences found in today's management environment.

Outcomes:

- Explain the concept of an organization and how it is changed
- Explain the role of a manager
- Outline the major theories of organizations
- Define the dimensions of an organization's culture
- Describe the techniques of managing change



PROFESSIONAL CERTIFICATE IN **Human Resource Management**

Survey of Human Resources Management—MGMT 315 (required)—This course will cover all basic aspects of the field of Human Resources Management. Topics to be discussed will include Employment Law, The Employment Process, Compensation and Benefits, Training and Development, Employee Motivation, Employee Safety, and Labor Relations. This course will also offer a selection of topics that will provide students with the opportunity to delve deeper into specialized areas and explore "hot topics" in Human Resources.

Outcomes:

- Introduce and define the fundamental history of and strategic position in the field of human resources management, certifications, growth and lucrative opportunities in the HRM specializations.
- Explore the various principles relevant to the major practices, laws and regulations affecting equal employment opportunity, employee safety, employment law and the overall employment process.
- Identify methodologies relevant to team-building, performance standards for the functions of HRM as they pertain to organizing, controlling, planning, leading and staffing.
- Evaluate the most appropriate and effectiveness motivational tools used in productivity improvement, metrics, job safety and career planning for workforce design.
- Gain an understanding on the essentials of international human resources management and its relevance to socio-cultural challenges through insightful discussions on current issues that impact retention and poor performance.
- Learn to develop employability skills using self-assessment tools, by designing, planning, and creating of a workable portfolio to enhance strategic managing of careers and job qualifications.

Employee Selection and Recruitment—MGMT 332—This course examines the process of recruitment, selection, and human resources record keeping in organizations. Topics covered for the essential functions of recruitment and selection include ethics, legal requirements, job analysis, job descriptions, and selection tools. It also presents how the effective management of people and jobs depends on accurate, reliable, comprehensive, and current personnel information. This course presents the practical approaches to managing these invaluable human resource records.

Outcomes:

- Discuss legal, ethical, and diversity issues affecting recruitment and selection
- Use job analysis techniques to determine human resource needs
- Develop job descriptions based on job analysis
- Describe validity and reliability in regards to personnel selection tools
- Create a plan for interviewing and selecting candidates
- Identify techniques to manage human resources information to maximize effectiveness and efficiency
- Explain the special requirements of human resource files, including confidentiality and privacy issues
- Assess strategies to enhance personnel records management systems



PROFESSIONAL CERTIFICATE IN **Human Resource Management**

Personnel and Organization Policy - MGMT 335—This course covers the basic aspects of policy writing for selection, performance management, disciplinary process, employee motivation, and career management.

Outcomes:

- Develop, analyze, and explain the requirements used in the personnel selection process for a specific position.
- Identify and determine the specific methods for which job analysis, design, description and specification are completed.
- Establish performance standards for a job and select methods of performance appraisal, and develop appropriate training for a given need.
- Explain and evaluate the relative worth of a set of jobs, and determine a compensation structure, to assist retention and career management of the company's human resources.
- Learn to identify the need and compose effective policies and procedures used in the guidance and performance management of the workforce.
- Determine and explain the appropriate disciplinary action for a given situation, and identify motivational alternatives in change mastery.

Employee Compensation and Benefits - MGMT 338—Compensation plays a critical role in modern organizations. This course is designed to provide a working knowledge of compensation and benefits.

Outcomes:

- Describe the influence of government on compensation practices.
- Compare different types of pay plans.
- Differentiate between various kinds of performance appraisal programs.
- Discuss the role of compensation and its influence on employee behavior.
- Describe the components of employee benefit programs.
- Identify the key guidelines used to evaluate the relative worth of a set of jobs.
- Develop an incentive plan for a given organization



PROFESSIONAL CERTIFICATE IN **Human Resource Management**

Diversity in the Workforce - MGMT 345—This course addresses the experience of work as it varies with gender and ethnic background. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, and the relationship of diversity to processes such as supervision, leadership, mentoring and power.

Outcomes:

- Discuss how changes in population affect the makeup of the workforce.
- Discuss the effects of laws linked to discrimination by employers.
- Describe the historical issues of difference races in the workforce.
- Discuss the similarities and differences between employment experiences of men and women.
- Discuss the unique issues of multiracial group members.
- Describe the role of gender in occupational choices and opportunities.
- Define practices required of employers in regard to religious practices of employees.
- Define ageism and discuss legislation related to work and family.

Employment and Labor Law - MGMT 402—The goals of this course is to provide an overview of the legal environment of the modern workplace, including an awareness of the legal, social, economic, and political forces impacting the law, and responsive strategies for the business manager.

Outcomes:

- Appraise the specific forms of workplace discrimination prohibited under current statutory and case law.
- Assess the classes of people protected by current employment law.
- Critically compare and contrast the various theories underlying workplace protection.
- Argue the contract and tort rights of employees and corresponding obligation and defenses of employers.
- List the federal government agencies that regulate each of the areas of employment law covered and explain how they implement the relevant law and policy.
- Develop and discuss preemptive management strategies that respond to the legal constraints of the current workplace environment.