

## Certificate

# HUMAN RESOURCES

The Human Resources Certificate provides graduates with the knowledge and skills required for entry-level positions with specific knowledge in recruiting, interviewing, employee relations, employment law, as well as supervision and management.

**The Human Resources Certificate can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the Human Resources Certificate is available 100% online from the comfort of your own home.**

### CURRICULUM SEQUENCE

#### First Semester - Fall

	Course Title	Semester Credit Hours
BUS 135	Wage and Salary Administration	3
BUS 136	Compensation and Benefits Analysis	3
BUS 190	Business Analytics I	3
ENG 155*	Communications I	3
MAT 155	Contemporary Mathematics	3
	<b>TOTAL</b>	<b>15</b>

#### Second Semester - Spring

BUS 220	Business Ethics	3
BUS 270	SCWE in Business (Internship)	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection and Retention	3
	<b>TOTAL</b>	<b>15</b>
	<b>TOTAL CREDIT HOURS</b>	<b>30</b>

\*ENG 101 may be substituted for ENG 155.

For more information about gainful employment, visit: <https://www.hgtc.edu/righttoknow>.