

# HUMAN RESOURCES-CT

## Program Overview

### Certificate of Achievement in Human Resources

Ethical decision-making, interpersonal communication, critical thinking, research human resource generalist, benefits clerk, human resource assistant, human resource liaison, human resource application/resume reviewer.

### Student Learning Outcomes

Graduates of this certificate program will have the knowledge and skills to:

- Examine the voluntary nature of business activity and develop an appreciation for the reality that choices affect profitability and success in a business enterprise.
- Apply appropriate human resources and relations skills in employment situations.
- Evaluate the importance of ethical perspectives in human resource decision making.
- Determine the wants and needs of internal customers and understand how to take action to fill those needs within the constraints of business organization and of the broader society.

This certificate of achievement is the first step toward the AAS in Business Administration.

### General Education Requirements

#### English/Communications (one course required)

**ENG 100      Composition-Enhanced      5 Credits**

Allows students to fulfill their first semester of English while completing the remediation process. Designed for students who did not place into ENG 101 on the placement test/writing sample, but did not score so low that they need ENG 95. Allows a student to refine specific skill deficiencies while completing the first semester of freshman composition (ENG 100 is equivalent to ENG 101). Students will have additional Academic Success Center requirements. Although it is a five-credit course, it does not replace ENG 102. After successful completion of ENG 100, a student must take ENG 102 to complete the general education requirement.

**ENG 101      Composition I      3 Credits**

Critical reading and writing of the expository essay. Emphasizes pre-writing, strategies for organization, and revision.

**ENG 107      Tech Communications I      3 Credits**

Basic skills necessary for successful on-the-job communications including improved letter and report writing, persuasion, interviewing, process, mechanism description, and business and technical grammar.

**Mathematics (one course required):** Choose from the courses listed below or any higher-level math course. Excludes MATH 389.

**MATH 120      Fund of College Math      3 Credits**

Includes set theory, logic, consumer mathematics, measurement, geometry, probability, and statistics. Course is broad in scope, emphasizing applications. It is recommended that students have completed prerequisites within two years of enrolling in this course.

**MATH 120E      Fund of College Math Expanded      3 Credits**

Fundamentals of College Mathematics with Corequisite Support: Includes real numbers, consumer mathematics, variation, functions, relations, graphs, geometry, probability, and statistics. Course is broad in scope, emphasizing applications. Fulfills the lower-division mathematics requirement for a Bachelor of Arts Degree. Satisfies mathematics requirement for baccalaureate degrees.

**MATH 126      Precalculus I      3 Credits**

A third course in algebra that stresses polynomial, quadratic, rational, exponential, and logarithmic functions, including their graphs and applications; complex numbers; systems of equations; and basic operations with matrices and determinants, including Cramer's rule. It is recommended that students have completed prerequisites within two years of enrolling in this course.

**MATH 126E      Precalculus I Expanded      3 Credits**

Precalculus I Expanded with Co-requisite support: Includes equations, relations, functions, graphing; polynomial, rational, exponential, logarithmic, and circular functions with applications; coordinate geometry of lines and conics; analytic trigonometry; matrices and determinants; and binomial theorem. It is recommended that students have completed prerequisites within two years of enrolling in this course.

#### Human Relations

**PSY 208      Psy of Human Relations      3 Credits**

Explores the relationships between human beings and assists in the development of interpersonal communication skills which can be used personally and professionally.

### Program Requirements

#### 15 credits required from any of the following categories

Accounting (ACC), Business (BUS), Economics (ECON), Finance (FIN), Management (MGT) or Marketing (MKT)

#### Additional English/Communications Requirement (one course required)

**ENG 102      Composition II      3 Credits**  
Continuation of English 101. Emphasizes writing from sources, argument, the investigative paper, and research techniques.

**ENG 108      Tech Communications II      3 Credits**  
Advanced letter and report writing techniques including proper word choice, tone, and structure. Business letters, memorandums, formal and informal reports, process, and mechanism descriptions.

**COM 113      Fund Speech Communication      3 Credits**  
Principles and theories of speech communication. Participation in public speaking and interpersonal communication activities.

**Program Course Requirements**  
**MGT 201      Principles of Management      3 Credits**  
Fundamentals and principles of management, administrative policies, objectives and procedures, and problem of organization and leadership.

**MGT 280      Negotiation/Conflict      3 Credits**  
Human Resource professionals engage in conflict resolution and negotiations while carrying out their daily duties. This course provides student with the foundation for both activities. Of special importance is the ability to deal with challenging people in difficult situations requiring the acquisition of special skill sets.

**MGT 283      Intro Human Resource Mgt      3 Credits**  
Duties and responsibilities of personnel management. Areas covered include employee needs, human relationships, orienting and training employees, benefit programs, and economics of supervision.

**General Elective** (choose course with advisor)

#### **Suggested Course Sequence**

#### **1st Semester - Fall**

Course Credits ENG 100, 101 or 107 3 MATH 126 or 126E 3-6 ELECTIVE\* 3 MGT 280 3 BUSINESS ELECTIVE\* 3 TOTAL 15-18 \*Choose with advisor

#### **2nd Semester - Spring**

Course Credits ENG 102, 108 or COM 113 3 MGT 201 3 PSY 208 3 MGT 283 3 BUSINESS ELECTIVE\* 3 TOTAL 15 \*Choose with advisor