

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 meet 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 English/Communications* 3 Mathematics* 3 Elective* 3 MGT 280 3 Business Elective* 3 TOTAL 15
*Choose with advisor

2nd Semester - Spring

First Name ENG 102, 108 or COM 113* 3 MGT 201 3 PSY 208 3 MGT 283 3 Business Elective* 3 TOTAL 15 *Choose with advisor