

HUMAN RESOURCE MANAGEMENT, CERTIFICATE OF COMPETENCY (CHRM)

Effective: Spring 2019

According to the 21st Century Report published by Columbia University, human resource management is the second most important indispensable component of corporate performance and competitive advantage today. (the first is strategic planning in which human resource management plays a vital role.) Today's rapidly changing business environment is forcing organizations to face many challenges such as workforce diversity, downsizing, shortages of skilled workers in the service industry and the evolving roles of work and families. The ability to manage people and processes is essential for successful careers in all levels and types of organizations. Organizations realize that to be successful in today's complex business environment, they must have productive, motivated people. This program provides students with theories, principles and skills necessary to find, develop and motivate today's excellent workforce.

This program is designed for those individuals interested in careers in human resource management. It is also designed for those individuals interested in people relations and general management. The focus of the program will be on developing a thorough understanding of the human resource processes of training, employee relations, staffing and compensation and benefits.

Program Outcomes

- Explain the differences between management and leadership in organizations.
- Demonstrate knowledge in areas of human resource management including staffing, performance management, compensation and employee development.
- Identify different leadership styles based on situational, individual and organizational characteristics.
- Demonstrate knowledge of organizational goals, successes, change programs and policies.
- Explain organizational culture and theories as the basis for effective organizations.

Curriculum

The College will award a certificate of competency to students who complete an approved credit-bearing career program that requires less than 30 credits. General education courses may not be required for programs that have less than 30 credits. The student must have a cumulative GPA of 2.0 or higher. At least six credit hours must be in courses that are awarded grade points.

Code	Title	Hours
Required Courses		
BUS 213	Leadership	3
BUS 214	Organizational Behavior	3
BUS 215	Human Resource Management	3
BUS 216	Training & Development	3
BUS 217	Compensation & Benefits	3

BUS 218	Labor Relations	3
Total Hours		18

Campus Locations

ONLINE*
100% online

* Some online courses have **field requirements** or **in person/proctored testing**. Online courses with these requirements have additional information posted under the **COURSE DESCRIPTION** section when you are registering. Please make a note of it during registration.