

HUMAN RESOURCE MANAGEMENT, CERTIFICATE

Program Code: CC.HUMANRESMNGT

This certificate is recommended for students and/or professionals currently working or intending to work in the human resource field. This certificate serves as a pathway to employment or advancement in human resource management. This certificate also helps with the professional standards and education requirements for careers in Human Resources.

For information call Michael Moiso, 503-594-3770 or mmoiso@clackamas.edu.

Outcomes

Related Instruction Outcomes

Computation

- 1 course - BA-104 Business Math or MTH-065 Algebra II
- Use appropriate mathematics to solve problems.

Communication

- 1 course - WR-121 English Composition
- Read actively, think critically, and write purposefully and capably for professional audiences.

Human Relations

- 1 course - BA-285 Human Relations in Business
- Engage in ethical communication processes that accomplish goals.

Program Outcomes

Upon successful completion of this program, students should be able to:

- describe the impacts of the major laws and Supreme Court decisions affecting Human Resource Managers;
- describe disparate treatment and adverse impact, and explain the Uniform Guidelines related to national origin, religion, and other discrimination;
- conduct job analyses;
- conduct recruitment and selection processes, and advise hiring supervisors regarding legal and ethical issues;
- implement and maintain Human Resource Management processes, including Training and Development and Performance Management, under direction of HR Manager;
- describe issues related to financial equity and direct and indirect financial compensation;
- apply reflective thinking and self-management in professional settings;
- explain legal and process considerations related to collective bargaining and Collective Bargaining Agreement management.

Requirements

Course	Title	Credits
Fall Term		
BA-101	Introduction to Business	4

Course	Title	Credits
BA-104 or MTH-065	Business Math or Algebra II	3-4
BA-131	Introduction to Business Computing	4
WR-121	English Composition	4
Credits		15-16
Winter Term		
BA-123	Leadership & Motivation	3
BA-208	Employee and Labor Relations	4
BA-224	Human Resource Management	4
BA-285	Human Relations in Business	4
Credits		15
Spring Term		
BA-226	Business Law I	4
BA-229	Employment Law	4
BA-254	Basic Compensation & Benefits	4
Electives (p. 1)		3-4
Credits		15-16
Total Credits		45-47

Courses in this program can be applied to satisfy requirements in the **Business AAS**.

Electives

Any **BA** or **BT** course not included in the program.

Careers

Career opportunities include:

- human resource manager
- human resource generalist
- human resource specialist
- human resource assistant
- information and records clerk