

HUMAN RESOURCES MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

Course	Title	Units
BUS G160	Introduction to Business Analytics	3
Total Units		18

Banner Code: 2_CN_HRMG

Control Number: 21331

Not Financial Aid Eligible

This program is designed for students seeking employment in entry-level human resource management positions including assistant human resource manager, recruiter, training and development coordinator, and payroll clerk. The program includes skills development in areas such as business communication, organizational behavior, team dynamics, payroll accounting, and business law

Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe fundamental responsibilities of a human resource manager including human resource planning, recruiting, hiring, onboarding and training, evaluating, and separation.
2. Practice written and verbal communication skills utilized in business.
3. Summarize legal considerations associated with human resource management.
4. Describe methods utilized for determining employee compensation.
5. Practice basic payroll accounting.

Potential careers students may enter upon completion are as follows:

- Human Resources Assistant / Clerk
- Recruiter
- Training and Development Coordinator
- Payroll Assistant

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#achievementtext>) and Academic Program Maps (<https://programmap.goldenwestcollege.edu/academics/>).

Course	Title	Units
Required Courses		
ACCT G110	Payroll Accounting and Taxation	3
BUS G100	Introduction To Business	3
BUS G108	Legal Environment of Business	3
MGMT G111	Human Resources Management	3
BUS G139	Business Communication	3
or BUS G130	Introduction to Business Writing	
Elective Courses		
<i>Select one of the following:</i>		3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G140	Business and Organizational Ethics	3