

# HUMAN RESOURCES MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

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**Banner code:** 2\_CM\_HRMG

**Financial aid:** Not eligible

This program is designed for students who wish to study or pursue careers in the human resources field.

## Program Level Learning Outcomes

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

1. Obtain a general knowledge of the human resources function, including pertinent laws and regulations.
2. Explore theoretical, practical, and strategic approaches to human resources management.

## Certificate of Achievement Requirements

This certificate goes through the State approval process and requires a minimum of 12 units of coursework in a particular academic or occupational area. The certificate programs normally include only those courses which have a direct bearing upon specialized occupational competency since the objective of earning the career certificate is immediate employment in a specialized area. Upon successful completion of the program and completing the application, the student will receive the certificate and be recognized at the graduation ceremony. In order to earn a Certificate of Achievement all courses that apply to the certificate must be completed with a minimum grade of "C" in each course unless otherwise stated. A minimum of 12 units in residence at GWC is required, and 50 percent of the certificate program must be completed at GWC.

Course	Title	Units
<b>Required Courses</b>		
MGMT G111	Human Resources Management	3
ACCT G110	Payroll Accounting And Taxation	3
<b>Elective Courses</b>		
<i>Select two of the following:</i>		6
BUS G108	Legal Environment Of Business	3
or BUS G110	Business Law	
MGMT G110	Elements Of Management	3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G140	Business and Organizational Ethics	3
Total Units		12