

# HUMAN RESOURCES, BUSINESS MANAGEMENT CERTIFICATE

**Award:** Certificate in Business Management

**No. of credits required:** 24

**For more information:** Contact Assistant Professor Miriam Huddleston, 443-412-2426, mhuddleston@harford.edu; or Admissions, 443-412-2109.

## Program Description

This Business Management Human Resources Certificate is designed to enable students to obtain knowledge, skills, and competencies in the challenging business field of Human Resources.

Students completing the certificate in Human Resources are able to combine the credits earned to complete an Associate of Applied Science (A.A.S.) degree to satisfy their individual career goals.

## Program Goals

Upon successful completion of this program of study students will be able to:

1. Detail laws specific to and governing the hiring process, the promotion process and training within organizations and businesses.
2. Identify the various theories of management and their possible impact on employee production and morale.
3. Detail the systematic approaches to improving individual and organizational performance.
4. Develop skills and use metrics to align human resource goals, budgets, and outcomes with organizational mission.
5. Prepare for Associate of Applied Sciences (A.A.S.) degree in Business Management.

## Employment Information

The Business Management Human Resources program prepares students for a human resources career by providing comprehensive human resources knowledge for today's rapidly changing business environment. According to the *Occupational Outlook Handbook*, employment is expected to 7% and add 39,000 jobs through 2026 for all human resources, training, and labor relations managers and specialists occupations.

## Certificate Requirements

Students earning a certificate from HCC must complete or demonstrate exemption from the following courses: ENG 003 Reading and Understanding College Textbooks and ENG 012 Basic Writing, or ENG 018 Integrated Reading and Writing, and MATH 020 Pre-Algebra I. See graduation requirement details in this catalog for further information.

## Required Courses

Code	Title	Credits
BA 101	Introduction to Business (GI)	3
BA 108	Human Resource Management	3
BA 115	Employee Relations	3
BA 116	Employee Training and Development	3

BA 117	Strategic Human Capital Management	3
BA 246	Legal Environment of Business	3
or BA 205	Business Law	
BA 109	Principles of Management	3
BA 245	Contemporary Issues in Business	3
Total Credits		24

## General Education Degree Requirements

Note: The following codes identify courses which satisfy the General Education Degree Requirements:

Behavioral/Social Science (GB)  
 English Composition (GE)  
 Arts/Humanities (GH)  
 Interdisciplinary and Emerging Issues (GI)  
 Biological/Physical Laboratory Science (GL)  
 Mathematics (GM)  
 Biological/Physical Science (GS)