



# HUMAN RESOURCE MANAGEMENT, CERTIFICATE - HRM6

The Human Resource Management certificate prepares students to pursue entry-level HR generalist positions. Students learn the basic types of management and supervisory skills. They also learn the employment laws that affect the workplace, as well as the main human resource functions that all HR professionals perform in business and industry.

## Requirements

Courses	Course Title	Credit Hours
<b>Required Course Information</b>		
BUS 121	Business Law I	3
MGT 101	Principles of Management	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
Subtotal		12
<b>Total Hours</b>		<b>12</b>

## Application and Advising

If you are ready to start your education, there are a few simple steps involved in enrolling at Piedmont Technical College.

Get Started Today (<https://www.ptc.edu/admissions/new-students/>)

## Advising Information

The following information provides a guide for advisors who are helping students enroll in this program.

### Program Notes

This program can be started any semester.

RDG 100 or appropriate placement test score is a prerequisite for all ACC, AOT, BUS, CPT, CWE, IST, and MGT courses. No English or math classes are required for this program. However, students should have indication of readiness for ENG 101 and MAT 120.

This certificate is not eligible for Title IV Financial Aid, which includes Pell Grants and student loans. However, other types of aid may be available.

### Notes About Individual Classes

Most classes required for this program are offered during days, evenings, and online.

## Program Student Learning Outcomes

### Purpose Statement

The Human Resources Management Certificate prepares students to pursue entry-level HR generalist positions. Students learn the basic types of management and supervisory skills. They also learn the employment

laws that affect the workplace, as well as the main human resource functions that all HR professionals perform in business and industry.

### Student Learning Outcomes

1. Demonstrate an understanding of the various management theories and apply these appropriately
2. Demonstrate an understanding of basic laws in the legal framework of business operations
3. Define and identify the responsibilities of human resource departments
4. Identify the legal and ethical consultations involved in hiring and training personnel
5. Identify the skills, experiences, and training needed to supervise, work with, and motivate employees