HUMAN RESOURCE SPECIALIST CERTIFICATE

21 Semester Credit Hours; Curriculum: 0235

The Human Resource Specialist Certificate prepares students to enter into the human resource management realm of organizations. The program includes coursework in talent acquisition, learning and development, effective communication, diversity, equity, and inclusion, and human resources law. The program aligns with the industry recognized credentials and is an effective and efficient starting point for those starting a career in human resources.

Code	Title	Hours
Courses for a Certificate		
MGT 118	Effective Management Communications	3
MGT 121	Principles of Management	3
MGT 165	Human Resources Management	3
MGT 170	Learning and Development	3
MGT 232	Diversity, Equity and Inclusion in the Workplace	3
MGT 266	Talent Acquisition	3
MGT 268	Human Resource Management Law	3
Total Hours		**21**

Program Learning Outcomes

1. Complete a job analysis.
2. Create a job description.
3. Devise a plan to acquire, develop, and maintain human resources.
4. Identify appropriate candidates from a pool and facilitate a job interview.
5. Understand and apply relevant human resource law to meet organizational objectives.
6. Argue the value of diversity, equity, and inclusion.