

# CERTIFICATE OF COMPETENCY IN HUMAN RESOURCES MANAGEMENT

This program is designed to provide a concise introduction to human resources (HR) and financial management for small business, including employee selection, recruitment, training, and retention; trends and challenges facing today's HR professionals; laws governing workforce practices; payroll and taxes; budgeting and money management; banking, credit, saving, and investing. It also focuses on strategies for developing effective written and oral business communication skills (basic business etiquette, e-mail, memos, letters, resumes, presentations, and job interview preparation). It helps students acquire a foundation in business principles and emerging trends in management, leadership, accounting, production, marketing, ethics, entrepreneurship, and other related fields.

Code	Title	Units
<b>Required courses:</b>		
NC 660	Principles of Human Resource Management	0
NC 661	Business Mathematics	0
NC 664	Business Communications	0
NC 665	Principles of Business	0
<b>Total Units</b>		<b>0</b>

## Certificate of Competency Level Student Learning Outcomes

Students completing the Human Resources Management Certificate of Competency will:

1. Demonstrate ability to understand important HR issues and concepts. Develop skills to effectively communicate both in writing and orally; build positive rapport with employees/customers; interview and hire new employees; make decisions under pressure; understand pay for performance; thrive in a union environment; navigate through uncertainty in competitive HR environments; and maintain positive professional relationships with employees, suppliers, and other business partners.
2. Demonstrate ability to understand and utilize business mathematics to start and run a business and manage individual finances. Navigate competitive environments through understanding and utilizing business mathematics.
3. Understand the necessity for clear, concise, and effective written and oral communications at the workplace and the basic strategies used in writing business-related communications. Prepare various forms of written communications used in the workplace.
4. Analyze the legal forms of business ownership in the United States and compare their respective characteristics to identify their advantages and disadvantages. Identify and understand the need for ethical behavior and social responsibility in business to better appreciate their importance in organizations and impact on society.
5. Understand the basic "4 Ps" (product, price, place, promotion) model for marketing products to be able to recognize the components of marketing strategies and, thus, better understand how organizations market their products, services, and ideas. Understand the functions of management, including leadership, management, human

resources, and production to appreciate various structures of management and day-to-day operations of organizations.

## Career Information

### Career Opportunities

There are a variety of careers you can do with this major.

To explore more about this major, schedule an appointment (<https://www.citruscollege.edu/stdntsrvc/ctcenter/Pages/ApptSchedule.aspx>) with a career counselor.