HUMAN RESOURCE MANAGEMENT CERTIFICATE IN APPLIED SCIENCE

Program Description

This program will provide the opportunity for students to enhance their skills in the field of human resource management.

Mission Statement

The mission of the Human Resource Management Certificate in Applied Science is to prepare students for an entry-level position in the human resource management field.

Entrance Requirements

High school diploma or GED

Type of Program

Available day, evening, and online

Requirements for Completion

To be eligible for graduation, students must earn a "C" or higher in all courses beginning with a prefix of BUS and MGT.

Visit our web page at https://www.gvltec.edu/management/.

Recommended Program Schedule

Listed below is the ideal grouping of courses in order by semester. This plan assumes a full-time schedule. Note, however, that many variables can affect this plan, and not every course is offered every semester. Please see your advisor to map out your own personalized progression toward graduation.

Note: Please contact your advisor for recommended evening schedules.

First Semester		**Hours**
CPT 170	Microcomputer Applications	3
ENG 101	English Composition I [1]	3
MGT 101	Principles of Management	3
COL 105	Freshman Seminar	3
COL 111	E-Learning Success	1
	Total Semester Hours	**13**
Second Semester		
BUS 121	Business Law I	3
MGT 201	Human Resource Management	3
SPC 205	Public Speaking [1]	3
MGT 270	Managerial Communications	3
	Total Semester Hours	**12**
	Total Required Credit Hours	**25**

[1] General education course