

**Human Resources Management****(CIP 0552020166)***Advanced Technical Certificate / Code: C6001 / 24 credits***Effective Term:** Fall 2020 (2207)**Program Description**

The Advanced Technical Certificate (ATC) in Human Resources Management will assist new and experienced human resource professionals upgrade their knowledge and skills in order increase their employment opportunities. The student will be able to plan, direct, and coordinate the recruiting, interviewing, hiring and retaining employees.

**Major Course Requirements (24 credits)**

MAN3025	Organizational Management	3 cr.
MAN3301	Human Resources Management	3 cr.
MAN3322	Human Resources Information Systems	3 cr. Pre-Req MAN 3025, MAN 3301
MAN4330	Compensation Management	3 cr. Pre-Req MAN 3025, MAN 3301
MAN4335	Employee Benefit Planning	3 cr. Pre-Req MAN 3025, MAN 3301
MAN4352	Effective Employee Training	3 cr. Pre-Req MAN 3025, MAN 3301
MAN4361	Organizational Staffing	3 cr. Pre-Req MAN 3025, MAN 3301
MAN4402	Employment Law and Regulation	3 cr. Pre-Req MAN 3025, MAN 3301