

# HUMAN RESOURCES MANAGEMENT, CERTIFICATE OF ACHIEVEMENT

**Banner Code:** 2\_CN\_HRMG  
**Not Financial Aid Eligible**

This program is designed for students seeking employment in entry-level human resource management positions including assistant human resource manager, recruiter, training and development coordinator, and payroll clerk. The program includes skills development in areas such as business communication, organizational behavior, team dynamics, payroll accounting, and business law.

## Program Level Learning Outcomes

Upon completion of this program, students will be able to:

1. Describe fundamental responsibilities of a human resource manager including human resource planning, recruiting, hiring, onboarding and training, evaluating, and separation.
2. Practice written and verbal communication skills utilized in business.
3. Summarize legal considerations associated with human resource management.
4. Describe methods utilized for determining employee compensation.
5. Practice basic payroll accounting.

## Potential careers students may enter upon completion are as follows:

- Human resources assistant / clerk
- Recruiter
- Training and development coordinator
- Payroll assistant

Review Graduation Requirements (<https://catalog.cccd.edu/golden-west/graduation-requirements/certificates/#achievementtext>).

Course	Title	Units
<b>Required Courses</b>		
ACCT G110	Payroll Accounting and Taxation	3
BUS G100	Introduction To Business	3
BUS G108	Legal Environment of Business	3
BUS G139	Business Communication	3
or BUS G130	Introduction to Business Writing	
MGMT G111	Human Resources Management	3
<b>Elective Courses</b>		
<i>Select one of the following:</i>		3
MGMT G115	Essentials of Organizational Behavior	
MGMT G130	Team Building And Group Dynamics	
MGMT G140	Business and Organizational Ethics	
<b>Total Units</b>		<b>18</b>

## Recommended Program Sequence

These sequences are general maps for students to finish all requirements for the Certificate. There may be advisories or time requirements that students may want to consider before following these maps. **Students are advised to meet with a GWC Counselor for alternate sequencing.**

### Year 1:

Course	Title	Units
<b>Semester 1</b>		
BUS G100	Introduction To Business	3
BUS G108	Legal Environment of Business	3
BUS G139	Business Communication	3
or BUS G130	Introduction to Business Writing	
<i>Units</i>		9

Course	Title	Units
<b>Semester 2</b>		
MGMT G111	Human Resources Management	3
ACCT G110	Payroll Accounting and Taxation	3
<i>Select one of the following:</i>		3
MGMT G115	Essentials of Organizational Behavior	3
MGMT G130	Team Building And Group Dynamics	3
MGMT G140	Business and Organizational Ethics	3
<i>Units</i>		9