



# HUMAN RESOURCE MANAGEMENT CERTIFICATE

## REQUIREMENTS (53-55 CREDITS)

† ACCT 170	Practical Accounting I	5
† ACCT 275	Payroll & Business Taxes	5
†* BUS 107	Business Math	5
* BUS 240	Human Relations in the Work Place	5
MNGT 276	Employment Law	5
MNGT 283	Principles of Supervision and Leadership	5
MNGT 295	Human Resource Management	5
MNGT 296	Current Trends in Human Resources	5
<i>Select one:</i>		5
BUS& 101	Introduction to Business	
MNGT 284	Small Business Planning	
<i>Select one:</i>		3-5
** CIS 110	Intro to Micro Business Applications (3)	
** CIS 121	Intro to Computer Information Systems (5)	
<i>*Select one:</i>		5
† BUS 105	Business English I	
† ENGL& 101	English Composition I	
<b>Total Credits Required</b>		<b>53-55</b>

*\*Meets related instruction requirements for professional/technical programs*

*\*\*Prereq: Keyboarding proficiency of 35 wpm or better*

*†Prerequisite required*

## Notes:

*possibilities.*  
realized.

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## Program Outcomes:

The Human Resource Management Certificate is designed to prepare students for the following or similar positions:

**Human Resources Generalist**

**Personnel Assistant**

**Training Coordinator**

**Payroll Clerk**

Students who intend to transfer to a four-year institution should work closely with an advisor.



*Pierce College does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability or age in its programs and activities.*

*Special funding may be available for unemployed workers and low-wage working parents. See your advisor or call (253) 964.6265.*

### **Related Codes**

Intent: **F or J**

HR Mgt Cert: **545C**

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- Identify and describe human resource departmental duties and responsibilities.
- Differentiate between job analysis, auditing, job design, job description, job specifications, needs analysis, and job evaluation.
- Identify factors influencing human resource trends and forecasts using workplace scenarios.
- Identify and describe factors that impact individual and organizational performance and develop an action plan for improving personal performance.
- Analyze current employment discrimination laws, identify factors impeding equal employment and develop a plan for minimizing the impact of these factors within an organization.
- Develop a flow chart of a recruitment and selection process, using affirmative action guidelines.
- Develop training and development plans for new or under-producing employee.
- Analyze employee rights in the workplace using current laws and regulations and evaluate organizational compliance.
- Compare an organization's safety and health standards against OSHA and WISHA standards.
- Explain the advantages and disadvantages to unionization
- Identify determinants in union-management relations, and describe a method of reducing labor relations problems.
- Analyze an actual performance appraisal system and make recommendations for improvement.
- Compare various means of compensation, including incentives and benefits and evaluate how compensation is used to attract and retain employees.
- Demonstrate personal responsibility and accountability by attending class, actively participating, and meeting time commitments.

### **For More Information:**

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