










Business and Information Technology Division
Human Resources Management (C2512C)
 Certificate



<i>COURSE NO.</i>	<i>COURSE TITLE</i>	<i>HOURS</i>		
<i>Fall</i>				
BUS 217	Employment Law & Regulations 	3		
BUS 258	Compensation & Benefits 	3		
<i>Spring</i>				
BUS 234	Training & Development 	3		
BUS 256	Recruiting Selection & Per Planning 	3		
Total Program Hours		12		
 <i>This certificate is available completely online.</i> 				
			<i>The credits obtained from this program may be applied toward the Associate of Applied Science Degree in Human Resources Management.</i>	
				 Course available online
				 Articulated course
				 Prerequisite required
				Effective Fall 2002/Revised February 2006

The purpose of this certificate is to provide an opportunity for individuals to gain the basic knowledge necessary for entry-level skills in human resources or for individuals already in the human resources field who desire updated and/or in-depth information.

Gaston College
Human Resources Management

Occupational Outlook Handbook Information (www.bls.gov)

Education and training. Because an interdisciplinary background is appropriate in this field, a combination of courses in the social sciences, business, and behavioral sciences is useful. Some jobs may require a more technical or specialized background in engineering, science, finance, or law, for example. Most prospective human resources specialists should take courses in compensation, recruitment, training and development, and performance appraisal, as well as courses in principles of management, organizational structure, and industrial psychology. Other relevant courses include business administration, public administration, psychology, sociology, political science, economics, and statistics. Courses in labor law, collective bargaining, labor economics, labor history, and industrial psychology also provide a valuable background for the prospective labor relations specialist. As in many other fields, knowledge of computers and information systems also is useful.

The duties given to entry-level workers will vary, depending on whether the new workers have a degree in human resource management, have completed an internship, or have some other type of human resources-related experience. Entry-level employees commonly learn the profession by performing administrative duties—helping to enter data into computer systems, compiling employee handbooks, researching information for a supervisor, or answering the phone and handling routine questions. Entry-level workers often enter formal or on-the-job training programs in which they learn how to classify jobs, interview applicants, or administer employee benefits. They then are assigned to specific areas in the human resources department to gain experience. Later, they may advance to a managerial position.

An advanced degree is increasingly important for some jobs. Many labor relations jobs require graduate study in industrial or labor relations. A strong background in industrial relations and law is highly desirable for contract negotiators, mediators, and arbitrators; in fact, many people in these specialties are lawyers. A background in law is also desirable for employee benefits managers and others who must interpret the growing number of laws and regulations. A master's degree in human resources, labor relations, or in business administration with a concentration in human resources management is highly recommended for those seeking general and top management positions.

Contact Information

Karen Duncan, Chair

duncan.karen@gaston.edu

704.922.6555

Office Location: CET 40

Karen Jenkins, Admin Assistant

jenkins.karen@gaston.edu

704.922.6263

Office Location: CET 34