



Human Resource Management Specialist (HRM1)—18 Credit Hours

Program Description:

The Human Resource Management Specialist certificate program prepares individuals to perform human resources functions in the HR Department in most companies. Learning opportunities will introduce, develop and reinforce students’ knowledge, skills and attitudes required for job acquisition, retention and advancement in management. Graduates may be seek entry-level employment performing human resources functions, including recruitment, hiring, and training of new employees; benefits administration; and labor relations in a variety of businesses and industries.

Contact:

Kellie McWhorter, Program Chair
 706-756-4617
 kellie.mcwhorter@westgatech.edu

Website:

<https://www.westgatech.edu/program-explorer/business-accounting/business-management/>

Pre-Certificate Requirements					
Program Specific					
<ul style="list-style-type: none"> Courses may rotate among the following locations: Coweta, Douglas, LaGrange and Online 					
Set the Track, Start the Track, Stay on Track					
<i>Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer; ALL=any semester</i>					
✓	Grade	Course Names	S	CR	Notes & Milestones
		MGMT 1105 Organizational Behavior	ALL	3	
		MGMT 1110 Employment Rules and Regulations -OR- MGMT 2120 Labor Management Relations -OR- MKTG 1130 Business Regulations and Compliance	ALL FA, SP FA, SU	3 3 3	
		MGMT 2115 Human Resource Management	ALL	3	
		MGMT 2125 Performance Management	ALL	3	
		MGMT 2130 Employee Training and Development	FA, SP	3	
		MGMT XXXX Occupational Elective		3	Choose any additional 3 credit hour MGMT course
Always check online https://www.westgatech.edu/ and meet with your Advising or Faculty Coach to ensure you are viewing the latest and most accurate information.					

Employment Opportunities: <https://www.westgatech.edu/student-life/career-services/>

Financial Aid by Program: <https://www.westgatech.edu/wp-content/uploads/2019/02/WGTC-Available-Aid-By-Program-11-17-2023.pdf>

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