

SUPERVISORY MANAGEMENT: HUMAN RESOURCE DEVELOPMENT Certificate

I. Course Requirements.....12 Credits

SMGT 1300	Performance Management	2 cr
SMGT 1310	Employee Coaching	1 cr
SMGT 1320	Managing a Diverse Workforce	1 cr
SMGT 1330	Employment Law	1 cr
SMGT 1340	Employee Selection	1 cr
SMGT 1350	Employee Training	2 cr
SMGT 1370	Safety & Compliance Management	1 cr
SMGT 1399	Organizational Development Field Study	2 cr
PL 1104	Stress Management	1 cr

Total.....12 Credits

Program Description:

The Human Resource Development Certificate is an individually available component of the Supervisory Management A.A.S. Degree program. It is specifically designed to provide *employed* students with the skills necessary to be successful in a position of supervisory leadership. Courses in the certificate program focus on skills and techniques directly related to human resource development issues.

Students will have the opportunity to increase their skills in performance management, coaching, managing diversity, employee selection and training, managing workplace stress, safety, and many more human resource development related topics.

This program is structured to allow students to remain employed while attending classes on a part-time basis. Classes are scheduled primarily at night and on weekends. Upon approval students may transfer applicable transcribed course credits and/or experiential learning to satisfy required or elective program credits.

Implementation: Spring 2008

Revised: 02/05/2008

Reviewed: 03/2009

For more information contact:

http://www.rctc.edu/counseling_career_center/pdf/AdvisorList-2008-09.pdf