

Human Resource Management Certificate

About the Certificate

Graduates of the Human Resource Management program receive Forsyth Tech's certificate in *Human Resource Management*, a noncredit educational credential indicating successful completion of a comprehensive course of study in human resources. To successfully complete the program and earn the certificate, participants must satisfactorily complete seven core courses and three electives over a two-year period. **Non-certificate students may enroll in individual courses.**

HR Management Certificate Core Courses

Intro to Human Resource Management*
Recruitment, Selection & Personnel
Planning*
Job Analysis and Evaluation
Employment Law & Regulations I*
Performance Management
Compensation and Benefits
Communications for Human Resource
Professionals

HR Management Certificate Elective Courses

Managing Diversity
Harassment Prevention in the Workplace
Human Resource Development (HRD)
Risk Management
Labor Relations and Negotiations
Employment Law & Regulations II
Handling Difficult Workplace Issues
Strategic Management
Global Human Resources
Organizational Behavior*

***Course offered fall 2008**

Schedules

The course sequence begins fall semester of each year. A combination of core and elective courses are offered each semester—each core course is offered at least once a year. The program can be completed in one year; however, **you must complete all program requirements within two years of taking your first course**; you may enter the program at any time.

Each course is designed to stand alone and is offered on a first come, first enrolled basis. To ensure you are able to enroll in the course you want, it is strongly advised that you register early.

Program Requirements

To earn the certificate, participants must satisfactorily complete all seven core courses and three electives. When you have completed all requirements for the certificate, you may request your certificate. You may request a certificate by phone to Tracey Williams at (336) 734-7727 or by e-mail at twilliams@forsythtech.edu. We verify successful completion of each course before issuing the certificate.

**For more information about schedules, costs or to register call (336) 761-1002
Online registration available www.forsythtech.edu select
Corporate Continuing Education from the menu**