Human Resources
Certificate

Program Information

Font-line supervisors and managers are critical to organizational effectiveness and are essential personnel in business and industry. The Human Resources (HR) certificate prepares learners to develop foundational and operational knowledge of the HR function, including recruiting, interviewing, selecting, scheduling, performance appraisal process, benefits administration, compensation, equal employment opportunity (EEO), diversity, inclusive cultures, and strategic talent management. Learners complete essential coursework and a final applied project in partnership with an actual organizations' HR department.

Program Learning Outcomes

1. Apply effective diversity strategies in a global workplace.
2. Demonstrate critical and analytical thinking skills.
3. Practice professional behavior and interpersonal communication skills.
4. Develop and implement change strategies.
5. Demonstrate visionary leadership.
6. Apply ethical marketing, management, and organizational theories.
7. Apply human resource management practices.
8. Plan, prepare, and deliver effective oral and written communications.
9. Demonstrate financial management skills.
10. Utilize current technology in the workplace.
11. Apply customer-focused strategies.
12. Apply continuous improvement strategies by exercising creativity and innovation.

Industry and Career Outlook

The human resources field covers all areas of the private and public sector. Business and industry consistently seek out qualified employees who can move into the supervisory ranks. Anoka Technical College's Supervisory Management program prepares individuals to perform successfully as supervisors.

Wage information is available from the Minnesota Department of Employment and Economic Development.

Program Start Dates

Fall Semester..August
Spring Semester ....January

Course Prerequisites

Some courses in this program may require a prerequisite. Please see course descriptions for more details.

Program Sequence

Fall Semester		....**10**
☐ ENGL 2105	Business & Technical Writing (Goal 1)	4
☐ SMGT 1612	Human Resources Management	3
☐ SMGT 1614	Performance Management	3
Spring Semester		....**9**
☐ SMGT 1616	Employment Law	2
☐ SMGT 1618	Employee Training & Coaching	3
☐ SMGT 1620	Work Teams & Facilitation Skills	2
☐ SMGT 1631	Human Resources Capstone	2

Graduation Requirements

Students must earn a cumulative 2.0 GPA or higher to be eligible for graduation from this program.

Faculty Contact

Nick Hockert...763-576-4195

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or EnrollmentServices@anokatech.edu

Also see: Supervisory Management AAS, Leadership certificate, and Quality Management certificate

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