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.

**Program Start Dates**

- Fall Semester: August
- Spring Semester: January

**Program Sequence**

**Fall Semester**
- ENGL 2105 Business & Technical Writing (Goal 1) .......... 4
- SMGT 1612 Human Resources Management ................. 3
- SMGT 1614 Performance Management ....................... 3

**Spring Semester**
- 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

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