



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 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:

Taurus Madric-Morris, Program Director
770-947-7228
taurus.madric@westgatech.edu

Website:

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

Campus:

Courses may rotate among Online, Coweta, Douglas, and LaGrange

Set the Track, Start the Track, Stay on Track

Meet with an Advising Coach to Stay on Track. S = Semester; CR = Credit Hours; FA = Fall; SP = Spring; SU = Summer
Students must earn a grade of C or higher in all prerequisite courses.

✓	Grade	Semester 1	S	CR	Notes & Milestones
		MGMT 1105 Organizational Behavior	ALL	3	
		MGMT 2130 Employee Training and Development	ALL	3	
Choose One:					
		MGMT 1110 Employment Rules and Regulations -OR- MGMT 2120 Labor Management Relations -OR- MKTG 1130 Business Regulations and Compliance	ALL ALL FA	3 3 3	
				9	Program Semester Hours
✓	Grade	Semester 2	S	CR	Notes & Milestones
		MGMT 2115 Human Resource Management	ALL	3	
		MGMT 2125 Performance Management	ALL	3	
		MGMT XXXX Elective		3	See list of MGMT Course Descriptions
				9	Program Semester Hours

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.

Note: If a course is full or unavailable when you attempt to register, please select an available course, given you have satisfied the required prerequisite.

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

Financial Aid by Program: <https://www.westgatech.edu/financial-aid/types-of-aid/>

As set forth in its student catalog, West Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following person(s) has been designated to manage inquiries regarding the nondiscrimination policies: Equity (Title IX) Coordinator: Melinda Hofius, Assistant Vice President of Student Affairs 770.537.5722, 176 Murphy Campus Blvd., Waco, GA 30182; ADA (Section 504) Coordinators: Students: Zelma Jones, Career and Student Support Services Director, 770.824.5245, 176 Murphy Campus Blvd., Waco, GA 30182, Student504@westgatech.edu, Employees: Teresa Jiles, Assistant Director of Human Resources, 770.537.6056, 176 Murphy Campus Blvd., Waco, GA 30182, wgtcHR@westgatech.edu.