

Certificate: Human Resource Management

Certificate Description:

This certificate is designed for learners who wish to attain human resource analyst or HR management positions in a wide variety of businesses. This certificate is developed and granted by BYU-Idaho.

Course Code	Course Name	15 Credits
COMM 250	Organizational Principles	3 Credits
PSYCH 111	General Psychology	3 Credits
BUS 270	Human Resource Management	3 Credits
COMM 450	Conflict Management and Negotiation	3 Credits
BUS 375 or BUS 380	Business Law or Introduction to International Business	3 Credits

Course Descriptions:

COMM 250 (3 credits) – Organizational Principles

This course is an analysis of communication principles and practices in organizations from a theoretical perspective. Students will review career opportunities in the field after learning methods to improve communication practices.

PSYCH 111 (3 credits) – General Psychology

This is an introductory course in psychology which surveys the various fields of psychology and application of selected psychological principles to life situations.

BUS 270 (3 credits) – Human Resource Management

This course is an overview of human resource management topics such as diversity, EEOC laws, recruiting, training, performance management, compensation and benefits, motivation, workplace organizational design, difficult interactions, employee relations, and safety. The course also considers organizational behavior topics in the context of human resource management such as teamwork, power dynamics, innovation, and groupthink. The course leverages case studies and professional/scholarly articles to gain a better understanding of real-life workplace challenges.

COMM 450 (3 credits) – Conflict Management and Negotiation

This course will teach students the theory needed to gain a hands-on experience to manage conflicts while using principled negotiation in a variety of personal and professional contexts. Topics in this course include conflict management strategies, negotiation, third-party intervention, and relevant strategies for effective leadership in the workplace, in interpersonal relationships, and with families.

BUS 375 (3 credits) – Business Law

This course is an introduction to legal environment in which businesses operate as well as an overview of laws impacting business. Topics include understanding the legal system, contracts, ethics, intellectual property, antitrust, employment, business organizations, and securities.

BUS 380 (3 credits) – Introduction to International Business

This course is an overview of international business designed to provide a global perspective on international trade and direct investment. Reviews international cultural, political, legal and economic environments and their effect on marketing, production, and human resource management strategy.

Outcomes:

- Apply psychological principles in workplace settings, including learning, motivation and development theory
- Apply interpersonal relationship principles and skills in workplace settings, including self-concept, perception, gender and culture impact, verbal and nonverbal language, listening, self-disclosure, defensiveness, and conflict.
- Describe common human resource issues in a workplace situation and apply appropriate principles, policies and practices to maximize human capital performance.
- Apply principled negotiation and conflict resolution skills in typical workplace settings
- Explain legal issues affecting Human Resource Management in a workplace setting
- Describe common cross-cultural communication, HRM and leadership issues that emerge in international business, and apply appropriate principles to maximize cross-cultural team performance.

Potential Employment:

- Human resource managers and specialists
- Recruiting managers and specialist
- Training and development managers and specialists