

DEKALB TECHNICAL COLLEGE
Clarkston Campus and Covington Campus

MANAGEMENT AND SUPERVISORY DEVELOPMENT
HUMAN RESOURCE MANAGEMENT SPECIALIST
TECHNICAL CERTIFICATE OF CREDIT

The Human Resource Management Specialist certificate program provides learning opportunities which deal with the philosophy, policies, procedures, and practices relating to the management of people within an organization. From the smallest to the largest enterprise, fundamental activities of all personnel, or human resources, must be managed, and managed effectively. The human resources function includes a dynamic, organization-wide perspective that is action oriented and based on theory and research from many disciplines and is necessarily interrelated with strategic planning of the organization. These functions include personnel planning, work design, staffing, training, performance appraisal, compensation, and employee protection.

Course Number	Course	Class Hours	Lab Hours	Total Hours	Credit Hours	Prerequisite/Corequisite
MKT 103	Business Law	50	0	50	5	
MSD 101	Organizational Behavior	50	0	50	5	
MSD 104	Human Resource Management	50	0	50	5	
MSD 106	Performance Management	50	0	50	5	
MSD 107	Employee Training and Development	50	0	50	5	
MSD 114	Mgmt Communications Technologies	50	0	50	5	SCT 100
MSD XXX	Elective				5	
	TOTAL	<u>300+</u>	<u>0+</u>	<u>300+</u>	<u>35</u>	

CIP CODE: 52.100101

MAJOR CODE: HRG1

REQUIRED CREDIT HOURS: 35

10/07

The curriculum is subject to change to meet changing conditions. As set forth in its catalog, DeKalb Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

COURSE DESCRIPTIONS

MKT 103 - BUSINESS LAW**(5)**

Introduces the study of contracts and other business obligations and the legal environment. Topics include: creation and evolution of laws, court decision process, sales contracts, commercial papers, risk-bearing devices, and the Uniform Commercial Code.

MSD 101 – ORGANIZATIONAL BEHAVIORIAL**(5)**

Provides a general knowledge of the human relations aspects of the senior-subordinate workplace environment. Topics include: employee relations principles, problem solving and decision making, leadership techniques to develop and improve employee morale, human values and attitudes, organizational communications, interpersonal communications, and employee conflict.

MSD 104 – HUMAN RESOURCE MANAGEMENT**(5)**

This course is designed as an overview of the Human Resource Management (HRM) function and the manager and supervisor's role in managing the career cycle from organizational entry to exit. It acquaints the student with the authority, responsibility, functions, and problems of the human resource manager, with an emphasis on developing familiarity with the real world applications required of employers and managers who increasingly are in partnership with HRM generalists and specialists in their organizations. Topics include: strategic human resource management, contemporary issues in HRM: ethics, diversity and globalization; the human resource/supervisor partnership; human resource planning and productivity; job description analysis, development, and design: recruiting, interviewing, and selecting employees; performance management and appraisal systems; employee training and development: disciplinary action and employee rights; employee compensation and benefits; labor relations and employment law; and technology applications in HRM.

MSD 106 – PERFORMANCE MANAGEMENT**(5)**

Develops an understanding of how fostering employer/employee relationships in the work setting improves work performance. Develops legal counseling and disciplinary techniques to use in various workplace situations. Topics include: the definitions of coaching, counseling, and discipline; importance of the coaching relationship; implementation of an effective counseling strategy; techniques of effective discipline; and performance evaluation techniques.

MSD 107 - EMPLOYEE TRAINING & DEVELOPMENT**(5)**

Addresses the challenges of improving the performance and career potential of employees, while benefiting the student in their own preparation for success in the workplace. The focus is on both training and career and personal development. Shows the student how to recognize when training and development is needed and how to plan, design, and deliver an effective program of training for employees. Opportunities are provided for the student to develop their own career plans, assess their work-related skills, and practice a variety of skills desired by employers. Topics include: developing a philosophy of training; having systems approach to training and development; the context of training; conducting a needs analysis; critical success factors for employees: learning principles; designing and implementing training plans; conducting and evaluating training; human resource development and careers; personal career development planning; and applications in interpersonal relationships and communication.

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MSD 114 – MGMT COMMUNICATIONS TECHNOLOGIES(5)

Prerequisite: SCT 100

This course focuses on communication, supervision, and organizations in the age of technology. It builds on the basic computer skills introduced in SCT 100 using computer-based technology to develop skills in applying information technology. The student will create written, verbal, and electronic communication applied to supervisory functions in the work place. Topics include: word processing applications; spreadsheet applications; database applications, presentation technology and applications, graphical interface applications, interpersonal communications; organizational communications; Applications come from communications, Human Resource Management, and General Business; such as HR functions training plans with a data base, tracking budgets with a spread sheets, construct a corporate newsletters on Publisher, set up corporate email accounts, or develop a business web page on FrontPage.

ESTIMATED PROGRAM COSTS
HUMAN RESOURCE MANAGEMENT SPECIALIST
TECHNICAL CERTIFICATE OF CREDIT

First Quarter

Tuition/Fees.....	\$544.00
Books.....	200.00
Total	\$744.00

Second Quarter

Tuition/Fees.....	\$472.00
Books.....	200.00
Total	\$672.00

Third Quarter

Tuition/Fees.....	\$472.00
Books.....	300.00
Total	\$772.00

Total Cost* **\$2,188.00**

* Based on three quarters

Tuition/fees and cost of books/supplies are estimates only and are subject to change without notice. Tuition is based on Georgia residency. 10/07