HUMAN RESOURCE MANAGEMENT CERTIFICATE +

This certificate prepares students for entry-level positions in human resource management. Students will gain an understanding of the key functions and practices of human resource professionals including: recruitment, selection, training, wage and salary administration, benefits, legal obligations, and regulations. The program prepares students for the aPHR (Associate Professional in Human Resources) certification from the HR Certification Institute (HRCI).

Courses taken in this certificate can be applied to Human Resource Management digital credentials and Business (A.S.) + or Professional Studies (A.S.) + degrees.

Required Courses are listed in the order in which we recommend you take them.

❑ First Semester Seminar
  INT 1050 - Dimensions of Self & Society
❑ BUS 1010 - Introduction to Business
❑ BUS 2410 - Human Resource Management
❑ INT 1013 - Personal & Professional Effectiveness
❑ INT 1019 - Effective Leadership & Collaboration
❑ BUS 2340 - Effective Hiring & Performance Management
❑ BUS 2330 - Conflict Management
❑ COM 2060 - Strategies to Improve Workplace Communication
❑ BUS 2435 - Employment Compensation and Benefits
❑ BUS 2445 - Employment Law
❑ BUS 1190 - Health & Safety in the Work Environment
❑ INT 2860 - Professional Field Experience

Total credits: 26

+ This program can be completed fully online.