

Certificate

HUMAN RESOURCES

The Human Resources Certificate provides graduates with the knowledge and skills required for entry-level positions with specific knowledge in recruiting, interviewing, employee relations, employment law, as well as supervision and management.

The Human Resources Certificate can be completed via face-to-face, hybrid (50% face-to-face/50% online), and 100% online options. To offer the highest degree of flexibility to our students, the Human Resources Certificate is available 100% online from the comfort of your own home.

Required Courses

Human Resources Requirements

CERTIFICATE REQUIREMENTS: HUMAN RESOURCES		
Component	Course Title	Semester Credit Hours
BUS 135	Wage and Salary Administration	3
BUS 136	Compensation and Benefits Analysis	3
BUS 220	Business Ethics	3
BUS 270	SCWE in Business "Internship"	3
BUS 190	Business Analytics I	3
ENG 155	Communications I*	3
MAT 155	Contemporary Mathematics	3
MGT 150	Fundamentals of Supervision	3
MGT 201	Human Resource Management	3
MGT 210	Employee Selection and Retention	3
	CREDITS	30
	TOTAL CREDIT HOURS	30

*ENG 101 may be substituted for ENG 155.