

Human Resources Certificate

Program Provider: Pima Community College

Total Program Credits: 19

Program Major Codes: CRTHUMANRES/HRS

www.pima.edu/hr-cert



Program Details

Get a comprehensive look at the major functions of human resources management. This program allows current practitioners to supplement and update their knowledge, and provides those looking to begin a career with a great foundation in the field. Topics Covered:

- Recruitment
- Training
- Compensation
- Employee and Labor Relations
- Benefits
- Human Resource Law

Career Options/Outcomes

Move into basic human relations functions with a current employer. Find employment in human relations tasks.

Academic Options

Expand your business knowledge through other business programs.

Skills Gained

- Identify, explain, and apply different human resource (HR) legislative acts to HR management practices.
- Create, write, assess, and interpret HR communications.
- Demonstrate critical thinking and employ an ethical approach in HR management planning.
- Develop HR strategies to aid in HR planning and decision-making processes.
- Learn essential strategies, concepts and practices involved in the effective recruitment, selection and on-boarding of talent

Important Information: To receive your Company Tuition Benefits and Pearson Academic Support Services, please make sure to create an inquiry through your company's specific benefits page. Please do not apply directly to Pima Community College.



Accelerated
Pathways

Semester Pathway

This pathway is a suggested sequence of courses for full-time students. Part-time students or those with specific interests or transfer needs are encouraged to work with an advisor to develop a unique academic map.

Semester 1 - Spring (Semester Total: 16 credits)

HRS 101:	Introduction to Human Resources Management	3 Credits
HRS 102:	Human Resource Law	3 Credits
HRS 103:	Benefits and Compensation	3 Credits
HRS 104:	Job Requirement/Recruitment	3 Credits
STU 100:	College Study Skills	1 Credits

Semester 2 - Fall (Semester Total: 15 credits)

HRS 105:	Training and Development	3 Credits
HRS 106:	Labor Relations	3 Credits

Semester Total: 19 Credits