

## Human Resources Certificate

[www.pima.edu/hr-cert](http://www.pima.edu/hr-cert)

Get a comprehensive look at the major functions of human resources management including recruitment, compensation, benefits, training, employee and labor relations, and the legal environment in which HR professionals function. This program meets the needs of current practitioners, students planning to begin an HR career, business owners and supervisors.

**Title IV Financial Aid eligible:** Yes

**Online Program:** This program is completed entirely online.

### What can I do with this certificate?

**Career options:** 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.

### CHOOSE YOUR COURSES WITH YOUR COLLEGE ADVISOR

### 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 (Semester Total: 13 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 credit)

#### Semester 2 (Semester Total: 6 credits)

**HRS 105:** Training and Development (3 credits)

**HRS 106:** Labor Relations (3 credits)

**PROGRAM TOTAL: 19 credits**

Gainful Employment information: [www.pima.edu/ge-crthumanres](http://www.pima.edu/ge-crthumanres)

Program/Major/Concentration Codes: **CRTHUMANRES/HRS1**

Find more information about this program at:  
[www.pima.edu/hr-cert](http://www.pima.edu/hr-cert)