

HUMAN RESOURCE SPECIALIST CERTIFICATE

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The Human Resource Specialist certificate provides students with the knowledge and skills needed for an entry-level human resource position. The Human Resource Specialist certificate curriculum focuses on human resource skill sets, including employee selection, placement, benefits, compensation, training, development, safety, labor relations, and analytics. This certificate also provides a foundation for individuals wanting to pursue the Associate Professional in Human Resources (aPHR) or Professional in Human Resources (PHR) professional certifications that are offered by the HR Certification Institute. This certificate flows seamlessly into the Associate of Applied Business Degree in Human Resource.

Human Resource Major

Program Learning Outcomes

Upon completion, the student will be able to:

1. Develop knowledge of best practices in the five key human resource functions: 1) selection, 2) training, 3) compensation, 4) benefits and 5) labor relations.
2. Generate decisions based on analysis of data related the five key human resource functions.
3. Develop the ability to be a problem-solver utilizing critical thinking skills as they apply to the Human Resource Profession.

Technical Standards

See [here](#) for details.

Human Resource Specialist Certificate

First Year

First Semester		Hours
MGT 2000	Human Resource Management	3
MGT 2060	Employee and Labor Relations	3
MGT 2435	Benefits and Compensation	3
Term Hours		9

Second Semester

MGT 2440	Training, Development and Safety	3
MGT 2410	Employee Selection and Placement	3
MGT 2500	Human Resource Analytics and Strategic Management	4
Term Hours		10
Total Hours		19