

Certificate: Human Resources Professional I & II 24-25



ABOUT THIS CERTIFICATE

Students who are pursuing careers in human resources, but are not intending to complete an associates degree at this time, will gain job skills vital for entry level positions in the field of human resources. The certificate provides breadth and depth in the knowledge and skills necessary for a human resource professional. The following courses (12 units) are required for the Human Resources I certificate. Students who successfully complete the certificate requirements will be prepared for entry-level human resources career opportunities. For more information, visit the [Social and Behavioral Sciences](#) division.

TO EARN A Certificate A STUDENT MUST COMPLETE THE FOLLOWING:

- [1] Completion of Major & Program Electives Courses
- [2] Minimum grade point average of 2.0
- [3] A C or better in all courses required for the major

Residency: Minimum of 12 units completed at AVC with a minimum of 9 of those units completed from the certificate/major. (credit earned by examination will not be included in these 12 units) Title 5, Section 54000: <http://ccr.oal.ca.gov>.

Certificate- Human Resources Professional I [Total Units 15]

Required Courses (12 units)	
MGT121 - Human Resources Management	3
BUS111 - Business English	3
BIP105 - Computer Literacy	1
BIP106 - MS Outlook	1
BIP111 - MS Word I	1
BIP112 - MS Excel I	1
BIP113 - MS Access I	1
BIP114 - MS PowerPoint I	1

ABOUT THIS CERTIFICATE

Students who are pursuing careers in human resources, but are not intending to complete an associate degree at this time, will gain job skills vital for positions in the field of human resources. The certificate builds upon the knowledge obtained in the Human Resources Professional I certificate and provides breadth and depth in the knowledge and skills necessary for a human resource professional. The following courses (12 units) are required for the Human Resources II certificate. Students who successfully complete the certificate requirements will be prepared for human resources career opportunities and advancement in the field of human resources.

Completion of Human Resources I certificate required prior to completion of this certificate.

Certificate- Human Resources Professional II [Total Units 12]

Required Courses (12 units)	
BUS113 - Business Communications	3
CA221 - Computer Concepts & Applications in Business	4
BIP123 - MS Access II	1
BUS199 - Work Experience Education	3

RECOMMENDED PATHWAY Certificate- Human Resources Professional I

The Recommended Plan of Study is determined by the discipline faculty.

- Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner
- Fall/Spring: Max 19 units, 12-15 units Recommended.
- This is a certificate only program, currently no associated degree offered.

TERM 1	
Course	Units
MGT 121	3
BUS 111	3
BIP 105	1
BIP 106	1
BIP 111	1
BIP 112	1
BIP 114	1
BIP 113	1
Total Units	12

RECOMMENDED PATHWAY Certificate- Human Resources Professional II

The Recommended Plan of Study is determined by the discipline faculty.

- Take classes in **Summer** or **Intersession** if needed to complete your degree in a timely manner
- Fall/Spring: Max 19 units, 12-15 units Recommended.
- This is a certificate only program, currently no associated degree offered.

TERM 1	
Course	Units
BUS 113	3
CA 221	4
BIP 123	1
BIP 125	1
BUS 199	3
Total Units	12

COUNSELING NOTE SECTION

Prerequisite: If a course is listed as a prerequisite for another course, that prerequisite course must be completed with a satisfactory grade to enroll in the next course. A satisfactory grade is a grade of "A," "B," "C" or "P". Students who enroll in classes for which they do not meet the prerequisites will be involuntarily dropped. Students will be notified of this involuntary drop. Title 5, Section 55200(d)

AVC 24-25 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

Tutoring Assistance	Career Center	AVC Student Health Services
Transfer Center	Office of Students with Disabilities	Palmdale Center
Basic Needs	Financial Aid	Counseling Division