

HUMAN RESOURCES, BASIC CERTIFICATE



College(s): HW

Program Code: 0419

The Basic Certificate program in Human Resources is designed to provide students who have little or no formal business knowledge of the Human Resources industry with introductory information and understanding of business, human resources, and employment law. Students will gain knowledge of business operations, business and human capital management, benefits and compensation, workforce planning, organizational development, employment law, and soft skills.

Program Requirements

Code	Title	Hours
Required Program Core		
BUSINES 271	Human Resources Management	3
BUSINES 273	Organizational Behavior	3
BUSINES 278	Compensation & Benefits Administration	3
BUSINES 279	Human Resources Planning & Staffing	3
Program Electives		
Select a minimum of 6 credit hours of the following:		6
BUSINES 214	The Legal & Social Environment of Business	
BUSINES 281	Corporate Organizations: Understanding Business Processes	
BUSINES 213	Data Visualization and Presentation for Business	
CIS 120	Introduction to Computer Applications	
CIS 123	Microcomputer Spreadsheets	
Total Hours		18

Pathway

This is an **example course sequence** for students interested in pursuing Human Resources. It does not represent a contract, nor does it guarantee

course availability. If this pathway is followed as outlined, you will earn a Basic Certificate.

Semester-by-Semester Program Plan for Full-Time Student

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
BUSINES 271	Human Resources Management	3
Program Elective (p. 1)		3
Program Elective (p. 1)		3
Hours		9
Semester 2		Hours
BUSINES 273	Organizational Behavior	3
BUSINES 278	Compensation & Benefits Administration	3
BUSINES 279	Human Resources Planning & Staffing	3
Hours		9
Total Hours		18

Program Electives

Code	Title	Hours
BUSINES 214	The Legal & Social Environment of Business	3
BUSINES 213	Data Visualization and Presentation for Business	3
BUSINES 281	Corporate Organizations: Understanding Business Processes	3
CIS 120	Introduction to Computer Applications	3
CIS 123	Microcomputer Spreadsheets	3

Choose your courses with your College Advisor.

Careers

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings, and how much education people in that field have. For additional guidance and resources on career options, current City Colleges students

and alumni can contact the Career Services Office (<https://www.ccc.edu/departments/Pages/Career-Services.aspx>).

Compensation, Benefits, and Job Analysis Specialists

Job Description

Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

Salary Based on Experience Level

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardous-duty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

Annual Wages

Entry-Level 10 th Percentile	\$51,711
Median 50 th Percentile	\$78,005
Senior-Level 90 th Percentile	\$127,237

Hourly Wages

Entry-Level 10 th Percentile	\$25
Median 50 th Percentile	\$38
Senior-Level 90 th Percentile	\$61

Annual Job Openings

146 annual openings in Cook County

National Education Attainment

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	8.70%
A certificate	4.35%
Some college	8.70%
An Associate degree	4.35%
A Bachelor's degree	69.57%
A Master's or Professional degree	4.35%
A Doctoral degree or more	0.00%

73.92% continue their education beyond an associate degree