

# Human Resources Management Certificate

Program Schedule  
1 Year Completion Timeline

## First Quarter

*Essentials of Human Resources	Benefit Basics	Compensation Basics
15 hours	15 hours	15 hours

## Second Quarter

Introduction to Employment Law	Understanding Budgets	Performance Management
12 hours	9 hours	12 hours

## Third Quarter

Recruiting and Retaining a Talented Workforce	Human Resources Systems and Metrics	Advanced Employment Law
12 hours	12 hours	12 hours

## Fourth Quarter

**Human Resources Capstone
9 hours

\*Indicates first course in the series.

\*\*Indicates last course in series. All other courses must be successfully completed before enrollment.