

26-27 Cert. Human Resources Professional I (HRP1)



ABOUT THIS MAJOR

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 on Business, visit the [Social and Behavioral Sciences](#) division.

TO EARN A DEGREE 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

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[Total Units Required for the Major 12]

Level 1 Quick Start Certificate of Achievement	
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
BUS111 - Business English	3
MGT121 - Human Resources Management	3

RECOMMENDED PATHWAY

BIP Level I - Business Information Professional

The Recommended Plan of Study is determined by the discipline faculty. Take classes in **Summer** or **Interession** if needed to complete your degree in a timely manner!

Fall/Spring: Max 19 units | Summer: Max 9 units | Interession: Max 6 units

SEMESTER 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
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)

Application for Graduation:

Antelope Valley College awards degrees three times annually following the Fall, Spring, and summer semesters. Students must apply for graduation to earn their degree or certificate. Applications are due by **September 6** for spring/summer graduates and by **February 14** for fall graduates.

AVC 26-27 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

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