

26-27 Cert. Human Resources Professional II (HRP2)



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 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. 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 10-17]

Required Courses: (total 10 -17)	
BIP123 - MS Access II Prerequisite: Completion of or concurrent enrollment in BIP 113.	1
BIP125 - Adobe Acrobat	1
BUS113 - Business Communications	3
BUS199 - Work Experience Education LIMITATION ON ENROLLMENT:	1-8
CA221 - Computer Concepts & Applications in Business	4

RECOMMENDED PATHWAY

Human Resources Professional II Cert

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
BUS 113	3
CA 221	4
BIP 123	1
BIP 125	1
BUS 199	1-8
Total Units	10-17
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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