

Cert. Human Resources I & II 25-26



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, 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

Cert.- Human Resources I

[Total Units Required for the Major 12]

Required Courses, complete all (total 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 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.

Cert.- Human Resources II

[Total Units Required for the Major 12]

Require Course: Complete all the following: (12 units)	
BUS113 - Business Communications	3
CA221 - Computer Concepts & Applications in Business	4
BIP123 - MS Access II	1
BIP125 - Adobe Acrobat	1
BUS199 - Work Experience Education	3

RECOMMENDED PATHWAY

Human Resources I Certificate

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 | Summer: Max 9 units | Intersession: Max 6 units

☐ Major

SEMESTER 1

Course Advisement	Units
☐ MGT 121	3
☐ BUS 111	3
☐ BIP 105	1
☐ BIP 106	1
☐ BIP 112	1
Total Semester Units	12

TOTAL UNITS	12
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RECOMMENDED PATHWAY

Human Resources II Certificate

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 | Summer: Max 9 units | Intersession: Max 6 units

SEMESTER 1

Course Advisement	Units
☐ BUS 113	3
☐ CA 221	4
☐ BIP 123	1
☐ BIP 125	1
☐ BIP 199	3
Total Semester Units	12

TOTAL UNITS	12
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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 25-26 CATALOG: [ACADEMIC POLICIES](#)

INFORMATION and RESOURCES

Tutoring Assistance
Transfer Center
Basic Needs

Career Center
Office of Students with Disabilities
Financial Aid

AVC Student Health Services
Palmdale Center
Counseling Division