Focus on your people first.

Human resource managers’ biggest challenge is managing change. With employment legislation in constant flux, organizations need HR professionals who work to ensure compliance with the latest federal and state laws. To do this and juggle all the other responsibilities of an HR manager, you’ll need a solid foundation of knowledge and the tools to stay current. Our Human Resource Management Certificate program teaches you about federal and state regulations that could impact personnel, as well as how to develop recruitment strategies, develop and retain human capital, and create a total compensation plan. The coursework within this program aligns with the recommended requirements for HR programs as outlined in the Society for Human Resource Management’s Curriculum Guidebook and Templates.

The Human Resource Management Certificate program prepares graduates for a variety of careers in human resources, such as:

- Human resources specialist
- Training and development specialist
- Compensation and benefits manager
- Training and development manager
- Human resources manager
- Study a solid core curriculum:
  - Employment law
  - Compensation and benefits
  - Risk management
  - Employee development
  - Strategic management

Learn tangible skills:

- Drive productivity by developing and retaining human capital.
- Develop recruitment strategies that support organizational goals.
- Examine federal and state regulations that have potential to impact personnel.
- Create a total compensation plan.
- Conduct market analysis using proven research methods.

Build key business skills:

- Critical thinking
- Problem-solving
- Communication
- Information utilization
- Collaboration

Visit phoenix.edu/business/info or call 800.475.0817 to speak with your Enrollment Representative.
Program Requirements Minimum Credits

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Credits</th>
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<tr>
<td>Core coursework</td>
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<tr>
<td>Total</td>
<td>18</td>
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Coursework includes, but is not limited to:

- **HRM 300**
  Fundamentals of Human Resource Management
- **HRM 434**
  Employment Law
- **HRM 324**
  Total Compensation
- **HRM 420**
  Human Resource Risk Management
- **HRM 326**
  Employee Development
- **HRM 498**
  Strategic Human Resource Management and Emerging Issues

Benefits of being a Phoenix:
- Learn from our dedicated business faculty who average 20 years of practical experience in the fields in which they teach.
- Leverage the knowledge and insights of our Alumni Network — more than 890,000 strong — via programs like the Alumni Association’s Alumni Mentor Program and more than 40 ground-based chapters.
- Take classes online or on campus — and our 24/7 mobile app helps you stay connected to class on the go.
- Have your prior academic and professional experience evaluated and potentially applied toward your degree.
- Try us, risk-free, for three weeks without any financial obligation.*
- Gain the industry skills and knowledge you need to help you be successful.
- Find student support online and at ground locations.
- Prepare for your career by using exclusive career resources like our Phoenix Career Guidance System™, our dedicated team of Career Advisors and complimentary career fairs.
- Learn from a program that is built for adult learners and teaches skills applicable to the retail industry.

Industry partnerships:
- The Society for Human Resource Management (SHRM) has acknowledged that the coursework within this program aligns with the recommended requirements for HR programs as outlined in the SHRM Curriculum and Guidebook Templates. The guidelines — created in 2006 and revalidated in 2010 and 2013 — are part of SHRM’s Academic Initiative to define HR education standards taught in university business schools, and to help universities develop degree programs that follow these standards.

* Certain conditions apply. To find out if you’re eligible, visit phoenix.edu/riskfree.

For more information about on-time completion rates, the median debt incurred by students who completed this program and other important information, please visit: http://www.phoenix.edu/programs/continuing-education/certificate-programs/business-and-management/cert-hrm.html.

Certificate programs are widely available in an online format but generally not available at our campus locations. Please check with a University Enrollment Representative.

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