

WHAT IS HUMAN RESOURCES?

Human resources management (HR) is a business process that focuses on recruiting, training, evaluating, and guiding the people who work in a company. Almost every area of an organization is impacted by the human resource function in some way.

Since human resources management is so broad, there are many different areas of career focus. HR professionals typically possess specific expertise in one or two areas, such as benefits, recruiting, or compensation.

For most organizations, agencies, and businesses, the human resources department is responsible for managing:

- Hiring and promotion
- Employee policies and procedures
- Job training and career development
- Benefits and wellness programs
- Disciplinary policies and actions
- Payroll coordination
- Employee concerns
- Layoffs and retirement
- Employee morale



Your Career in Human Resources Starts Here!

The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in employment (recruiting, interviewing, and hiring), benefits administration, compensation, and employee relations.



Scottsdale Community College
9000 E. Chaparral Road
Scottsdale, AZ 85256-2626
www.scottsdalecc.edu



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SCOTTSDALE
COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

HUMAN RESOURCES MANAGEMENT CERTIFICATE AND DEGREE



YOUR FUTURE IN HUMAN RESOURCES STARTS HERE!

HUMAN RESOURCE MANAGEMENT

Scottsdale Community College (SCC), accredited by the Higher Learning Commission, offers the Certificate (CCL) in Human Resources Management. The program provides the opportunity for student to learn the skills necessary for careers in human resources management. Students complete a series of courses with an emphasis in management and prepares students for an entry-level position in human resources. The CCL in Human Resources Management leads directly into the Associate of Applied Science Degree in Management.



WHY HUMAN RESOURCES AT SCC?

- Complete the certificate in as little as two semesters.
- Eight-week online courses are available to fit your busy lifestyle.
- Tuition and fees are set, without hidden fees for extra services.
- Students with practical HR experience can formally certify their knowledge.

CHOOSE YOUR START DATE

The Human Resources Management courses at SCC begin every eight weeks during the academic year, and most can be taken in any order. This gives students four different start dates to choose from: January, March, August or October.

COURSE	DESCRIPTION
BPC110 Computer Usage and Applications (3 credits)	Introduction to business and personal computer operations and usage. Software applications include word processing, spreadsheet, database, and presentation graphics.
GBS120 Workplace Communication Skills (3 credits)	Review of planning, organization, development, and evaluation of written/oral communication in business settings.
GBS131 Business Calculations (3 credits)	Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups.
GBS205 Legal, Ethical, and Regulatory Issues (3 credits)	Introduction to legal theories, ethical issues, and regulatory climate affecting business policies and decisions.
MGT229 Management and Leadership I (3 credits)	Coverage of management concepts and applications for business, industry, and government organizations.
MGT251 Human Relations in Business (3 credits)	Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations.
MGT276 Personnel/Human Resources Mgt (3 credits)	Study of human resource planning, staffing, training, compensating, and appraising employees in labor relationships.
MGT286 Human Resource Employment Mgt (3 credits)	Analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisite of MGT276.
24 credits total	

CAREER OUTLOOK

Employment of human resources specialists is projected to grow 6 percent from 2022 to 2032, faster than the average for all occupations.

EMPLOYMENT OUTLOOK*

About 78,700 openings for human resources specialists are projected each year, on average, over the decade. The median annual wage for human resources specialists was \$67,650 in May 2023.

Some entry-level job titles include:

- Corporate Recruiter
- Employment Specialist
- Entrepreneur (business owner)
- Human Resources Specialist (HR Specialist)
- Personnel Coordinator

*Source: *bls.gov.*

**Take Your
Human Resources skills
to the next level!**

Want to take a class?

**TO LEARN MORE,
CONTACT US TODAY!**

business.school@scottsdalecc.edu

480.423.6253



bit.ly/scc-hrm-dc

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