## **HUMAN RESOURCES, BASIC CERTIFICATE**



College(s): HW

Program Code: 0419

The Basic Certificate program in Human Resources is designed to provide students who have little or no formal business knowledge of the Human Resources industry with introductory information and understanding of business, human resources, and employment law. Students will gain knowledge of business operations, business and human capital management, benefits and compensation, workforce planning, organizational development, employment law, and soft skills.

### **Program Requirements**

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Code	Title	Hours	
Required Program Core			
BUSINES 271	Human Resources Management	3	
BUSINES 273	Organizational Behavior	3	
BUSINES 278	Compensation & Benefits Administration	3	
BUSINES 279	Human Resources Planning & Staffing	3	
<b>Program Elective</b>	s		
Select a minimun	n of 6 credit hours of the following:	6	
BUSINES 214	The Legal & Social Environment of Business		
BUSINES 281	Corporate Organizations: Understanding Busine Processes	ss	
BUSINES 213	Data Visualization and Presentation for Busines	S	
CIS 120	Introduction to Computer Applications		
CIS 123	Microcomputer Spreadsheets		

#### **Pathway**

**Total Hours** 

This is an **example course sequence** for students interested in pursuing Human Resources. It does not represent a contract, nor does it quarantee

course availability. If this pathway is followed as outlined, you will earn a Basic Certificate.

## Semester-by-Semester Program Plan for Full-Time Student

All plans can be modified to fit the needs of part-time students by adding more semesters.

Semester 1		Hours
BUSINES 271	Human Resources Management	3
Program Elective (p. 1)		3
Program Elective (p. 1)		3
	Hours	9
Semester 2		
BUSINES 273	Organizational Behavior	3
BUSINES 278	Compensation & Benefits Administration	3
BUSINES 279	Human Resources Planning & Staffing	3
	Hours	9
	Total Hours	18

#### **Program Electives**

Code	Title	Hours
BUSINES 214	The Legal & Social Environment of Business	3
BUSINES 213	Data Visualization and Presentation for Busines	s 3
BUSINES 281	Corporate Organizations: Understanding Busine Processes	ss 3
CIS 120	Introduction to Computer Applications	3
CIS 123	Microcomputer Spreadsheets	3

Choose your courses with your College Advisor.

#### **Careers**

This program can prepare students for the jobs listed below. Click on each one to learn more, including average earnings, annual job openings, and how much education people in that field have. For additional guidance and resources on career options, current City Colleges students

and alumni can contact the Career Services Office (https://www.ccc.edu/departments/Pages/Career-Services.aspx).

# **Compensation, Benefits, and Job Analysis Specialists**

#### **Job Description**

Conduct programs of compensation and benefits and job analysis for employer. May specialize in specific areas, such as position classification and pension programs.

#### **Salary Based on Experience Level**

Take a look at the average hourly/annual earnings for this career in Cook County

Lightcast earnings figures are based on OES data from the BLS and include base rate, cost of living allowances, guaranteed pay, hazardousduty pay, incentive pay (including commissions and bonuses), on-call pay, and tips.

#### **Annual Wages**

Entry-Level 10 <sup>th</sup> Percentile	\$43,920
Median 50 <sup>th</sup> Percentile	\$73,927
Senior-Level 90 <sup>th</sup> Percentile	\$136110

#### **Hourly Wages**

Entry-Level 10 <sup>th</sup> Percentile	\$21
Median 50 <sup>th</sup> Percentile	\$36
Senior-Level 90 <sup>th</sup> Percentile	\$65

#### **Annual Job Openings**

129 annual openings in Cook County

#### **National Education Attainment**

Here, you can see the level of education that people in this career complete.

Degree Program	% of Jobs
A high school diploma or less	4.76%
A certificate	0.00%
Some college	0.00%
An Associate degree	0.00%
A Bachelor's degree	95.23%
A Master's or Professional degree	0.00%
A Doctoral degree or more	0.00%

95.23% continue their education beyond an associate degree