

HUMAN RESOURCES MANAGEMENT, CERTIFICATE OF PROFICIENCY



This certificate prepares individuals to support various Human Resource functions and roles such as coordination and administration. It is a foundation for individuals to sit for the Associate Professional of Human Resources certification exam and to position themselves for career advancement as a Human Resource professional.

This certificate will be automatically awarded when the certificate requirements are completed. If you do not want to receive the certificate, please notify the Office of the Registrar at RegistrarOffice@tri-c.edu.

- Eligibility for ENG-1010 College Composition I

Program Learning Outcomes

1. **Talent Acquisition:** Provide administrative support to the talent acquisition team including planning, sourcing, recruiting, screening, selection, hiring, and on-boarding of a new hire.
2. **Learning and Development:** Coordinate training programs including scheduling facilities, arranging food service, marketing, keeping records, assisting in the development of presentation materials, and tracking tuition reimbursement programs.
3. **Compliance & Risk Management:** Assist with compliance activities such as annual filings, compliance testing, audits, reporting, legal responses, unemployment claims, FMLA, ADA compliance, cybersecurity compliance, and records retention.
4. **Employee Relations:** Provide support for employee retention activities and performance management process and changes in employee handbook/policies.
5. **Compensation and Benefits:** Coordinate benefits selection and enrollment process, including communication regarding eligibility, application process, enrollment events.
6. **Compensation and Benefits:** Provide support for administration of benefits such as FMLA, workers' compensation, COBRA, ADA, retirement planning, merit process, job evaluation system, wellness programs, employee assistance programs, etc.
7. Prepare to sit for the Associate Professional of Human Resources Certification exam.

Suggested Semester Sequence

First Semester		Credit Hours
BADM-1020	Introduction to Business	3
BADM-1210	Labor-Management Relations	3

BADM-2330	Human Resource Management	3
Select one of the following:		3
BADM-2010	Business Communications	
BADM-201H	Honors Business Communications	
Select one of the following:		3
ENG-1010	College Composition I	
ENG-101H	Honors College Composition I	
Credit Hours		15
Second Semester		
BADM-1122	Principles of Management and Organizational Behavior	3
BADM-1460	Workers' Compensation Law	3
BADM-2340	Human Resources Law and Application	3
BADM-2390	Advanced Human Resources Practices	3
Select one of the following:		3
PSY-1050	Introduction to Industrial/Organizational Psychology	
PHIL-2060	Business Ethics	
Credit Hours		15
Total Credit Hours		30

MATH-1140, MATH-1141, MATH-1200, MATH-1270, and MATH-1280 can no longer count towards fulfilling the college-level mathematics requirement. These courses were re-classified as developmental mathematics by the state of Ohio in 2016. Tri-C established a 5-year transitioning window for students who had completed these courses prior to 2016 to apply them towards meeting graduation requirements, which expired in Summer 2021. It is highly recommended to see a counselor to determine the appropriate math required for your current major.