

# HUMAN RESOURCE ASSISTANT

## Certificate of Completion

### Program #3P44228

This certificate is designed for students seeking entry-level employment in a Human Resources department. The coursework will prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc.

To earn a certificate, students must complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 Career Skills and Resource Lab and/or WFPR 101 Virtual Career Skills and Resource Lab courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 Career Skills and Resource Lab or WFPR 101 Virtual Career Skills and Resource Lab. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education.

Code	Title	Hours
<b>Required Core Courses (132 Hours)</b>		
HRMA 100	Human Resources, Introduction	24
HRMA 105	Employee Relations	24
HRMA 110	Compensation	24
HRMA 115	Assessing and Improving Performance	24
HRMA 120	Talent Acquisition and Development	36
<b>Required Elective Course (48-72 Hours)</b>		
Must complete two of the following courses:		48-72
WFPR 100	Career Skills and Resource Lab	36
WFPR 101	Virtual Career Skills and Resource Lab	36
WFPR 105	Build Your Career	12
<b>Total Hours</b>		<b>180-204</b>

## Plan of Study

### First Year

First Semester	Hours	Second Semester	Hours
HRMA 100	24	HRMA 115	24
HRMA 105	24	HRMA 120	36
HRMA 110	24	WFPR 105	12
WFPR 100 or 101	36		
	<b>108</b>		<b>72</b>

**Total Hours 180**

## List of Courses

### HRMA 100 72 Hours

#### Human Resources, Introduction

This course will introduce students to the human resource environment. It focuses on basic human resource management, creating equal opportunities, analyzing jobs, and creating job descriptions. *(Apportionment)*

### HRMA 105 72 Hours

#### Employee Relations

This class will address working with collective bargaining units, labor and employee relations, and global human resource management. *(Apportionment)*

### HRMA 110 72 Hours

#### Compensation

This class will cover employee compensation by establishing a pay structure, recognizing employee contributions with pay, and providing employee benefits. *(Apportionment)*

### HRMA 115 72 Hours

#### Assessing and Improving Performance

This class addresses assessing performance of employees and building programs to help improve employee performance and satisfaction. *(Apportionment)*

### HRMA 120 108 Hours

#### Talent Acquisition and Development

This course focuses on processes and concepts of attracting, recruiting, hiring, retaining and developing quality talent for organizational need. *(Apportionment)*

### WFPR 100 18-180 Hours

#### Career Skills and Resource Lab

Free, flexible scheduling to complete and receive help on homework and training on computer, industry related and employability skills. *(Apportionment)*

### WFPR 101 36 Hours

#### Virtual Career Skills and Resource Lab

Lab designed for online students to have access to seminars, assistance, and resources related to Career Technical Education and/or employment skills. *(Apportionment)*

### WFPR 105 12 Hours

#### Build Your Career

Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want. *(Apportionment)*