

# HUMAN RESOURCE MANAGEMENT ESSENTIALS, CAREER PATHWAY CERTIFICATE

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- human resource specialists
- human resource generalists
- human resource assistants

## Program Code: CC.HRMESSENTIALS

This program is designed for students who either are currently employed in or desire to be employed in Human Resource Management (HRM), and who lack formal education in Human Resource Management laws and processes. The classes provided in this pathway certificate form the foundation for work as a Human Resource Manager or for future education in the discipline.

For information call Michael Moiso, 503-594-3770 or [mmoiso@clackamas.edu](mailto:mmoiso@clackamas.edu).

## Outcomes

### Program Outcomes

Upon successful completion of this program, students should be able to:

- describe the impacts of major laws and Supreme Court decisions affecting Human Resource Managers,
- describe disparate treatment and adverse impact, and explain the Uniform Guidelines related to national origin, religion, and other discrimination;
- assist in conducting job analyses;
- assist in recruitment and selection processes, and advise hiring supervisors regarding legal and ethical issues;
- assist in implementing and maintaining Human Resource Management processes, including Training and Development and Performance Management;
- describe issues related to financial equity and direct and indirect financial compensation;
- apply reflective thinking and self-management in professional settings.

## Requirements

Code	Title	Credits
BA-224	Human Resource Management	4
BA-229	Employment Law	4
BA-254	Basic Compensation & Benefits	4
BA-285	Human Relations in Business	4
<b>Total Credits</b>		<b>16</b>

Courses in this program can be applied to satisfy requirements in the [Human Resource Management Certificate](#).

## Careers

Career opportunities include: