



# *CERTIFICATE REQUIREMENTS*

[www.cvtc.edu](http://www.cvtc.edu) – 1-800-547-2882

## *Human Resource Technical Certificate*

*This certificate is designed for supervisors or employees who desire or have recently taken on Human Resource responsibilities. The concepts covered in the certificate would also serve those who are looking for a career change or a comprehensive overview of Human Resources, outside their current specialty area. The certificate consists of five three-credit courses. Each course is conveniently offered at night and does not require a prerequisite.*

Course Number	Course Title	Hrs./Week	Credits	Prerequisite(s)/Comments
196-110	Managing of Employee Benefits	3	3	
196-111	Performance Management and Employee Reward Systems	3	3	
196-112	Training Systems	3	3	
196-113	Human Resource Law	3	3	
196-114	Recruitment and Selection	3	3	
<b>Total Credits</b>			<b>15 cr.</b>	

**TOTAL CREDITS REQUIRED = 15**