

Human Resource Professional Certificate Program

Academic Plan as of spring 2025

Program Description:

Stay up-to-date with emerging trends and regulations in human resources. Whether you are a seasoned human resource professional or you are just entering the field, UNLV has the program to expand your understanding of current, relevant issues. This program will provide you with tools needed to demonstrate a broad understanding of human resource disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses are developed through consultation with human resource professionals, human resource consultants, and business leaders.

Program Learning Outcomes:

By the end of the Human Resource Professional Certificate Program, students will be able to:

- Clarify the basic principles, functions, and roles of human resource professionals within organizations.
- Identify the key provisions to relevant employment laws and regulations to mitigate legal risks.
- Manage relationships between employees and employers, handling conflicts and fostering a positive work environment.
- Evaluate recruitment methods and their effectiveness in the interview and selection process.
- Explain the basic elements of a compensation system and benefits commonly offered by employers.
- Utilize training strategies and professional development tools for employee development.
- Implement systems for evaluating, providing feedback, and improving employee performance.

Prerequisites and Admissions Requirements:

High School Diploma or equivalent.

Program Requirements:

To earn the Human Resource Professional Certificate, you must successfully complete the 11 required courses* for a total of 99 contact hours (9.9 CEUs).

Required Courses:

- Essentials of Human Resource Management (CP6113)
- Nevada Employment Law NRS 613-615 (CP6145)
- Nevada Employment Law NRS 6161A-618 (CP6146)
- Nevada Employment Law NRS 607-612 (CP6144)
- Federal Employment Law: Background Checks, Safety, Immigration, & More (CP6109)
- Federal Employment Law: Employment Discrimination (CP6133)
- Federal Employment Law: Labor-Management Relations (CP6129)
- Federal Employment Law: Wage & Hour (CP6106)
- Developing a Successful Performance Management Program (CP6173)

- Workplace Investigations (CP6105)
- Strategic Human Resources (CP6117)

**Students who started the Human Resource Management certificate program will need to complete Essentials of Human Resource Management (CP6113) plus an additional 2.4 CEUs of HR courses.*