



# Human Resources

Certificate

## Program description

With Highline’s Human Resources certificate, you demonstrate the leadership skills to effectively manage within the human resource environment. Based on the bodies of knowledge of the Human Resources Certification Institute (HRCI) and the Society of Human Resource Management (SHRM), the program’s courses and curricula are further enhanced by the knowledge and professional experiences of our faculty of human resource practitioners. [Learn More](#)

## Key advisor

Cathy Cartwright,  
[ccartwright@highline.edu](mailto:ccartwright@highline.edu)

## Program map

The following program map contains recommended sequence of courses to complete your [Certificate in Human Resources](#). This document does not replace meeting with an advisor. In order to discuss your educational goals and plan, a meeting with an advisor is very important.

### First block:

Courses: 14 credits	Credits	Complete?
Business 204 - Introduction to Human Resource Mgt	5	
Business 209 - HR Talent Acquisition and Retention	4	
Business 207 - Cultural Awareness & Business Etiquette	5	

#### Action items/milestones

- Meet with a faculty advisor to discuss this program map

### Second block:

Courses: 13 credits	Credits	Complete?
Business 135 - Business Mathematics	5	
Business 221 - HR Mgmt.: Compensation Benefits	4	
Business 223 - Employee and Labor Relations	4	

### Third block:

Courses: 14 credits	Credits	Complete?
Business 208 - Employment Laws, Regulations & Compliance	5	
Business 226 - HR Mgt: Technology & Data Analytics	4	
CMST& 101 - Introduction to Communication	5	

#### Action items/milestones

- Meet with your faculty advisor prior to completion of 45 credits

### Fourth block:

Courses: 8 credits	Credits	Complete?
Business 213 - HR: Workforce Development	4	
Business 224 - HR Capstone	4	

#### Action items/milestones

- Apply for graduation