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Human Resource Management Certificate

Program Description:

Current as of: 5, November, 2026

The Human Resource Management Certificate provides HR professionals and managers with practical tools for compliance, talent development, and strategic workforce planning. Participants gain the skills to align people strategy with organizational success. The certificate program is structured around three essential pillars of modern people management. This holistic approach ensures participants move from foundational compliance to advanced strategic leadership.

Program Requirements:

To earn the **Human Resource Management Certificate**, you must successfully complete the 8 required courses, which include Foundational Instruction, Applied Learning Lab, and Mastery Projects. **Microcredentials** are earned concurrently with the certificate; pending completion of all course elements, students will receive up to 3 microcredentials. Please see the listing below:

HR Foundations Microcredential
- CP6230 HR Management Essentials
- CP6233B Employment Law & Compliance
- CP6236 HR Policies & Procedures

Talent Development Microcredential
- CP622 Workforce Planning
- CP6222 Recruitment & Selection
- CP6223 Performance, Engagement, & Development

Strategic HR & Analytics Microcredential
- PCP6206 People Analytics
- CP6211 Strategic HR Management

Foundational Instruction:
The essential concepts and theoretical building blocks. Delivered in person, with remote access available via UNLVgo (Canvas) for flexibility.

Proficiency Lab:
Hands-on, practitioner-led application. This session is strictly in person to facilitate collaborative learning and skill-building.

Mastery Project:
Final assessment and demonstration of competency. Delivered either in person or online, depending on the specific course requirements.

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Course Descriptions:

HR Foundations Microcredential

HR Management Essentials:

This course is the cornerstone of the HR Foundations microcertificate, providing an essential introduction to the Human Resource function within any organization. It clarifies the fundamental roles, responsibilities, and ethical principles that guide an HR professional's daily activities.

Employment Law & Compliance:

This course provides a practical, accessible, and legal compliance overview of the federal and Nevada employment laws that govern the employee–employer relationship. It offers supervisors and emerging HR professionals a clear working knowledge of anti-discrimination law, wage and hour compliance, classification standards, records requirements, and required postings.

HR Policies & Procedures:

This course focuses on the practical application of the HR laws and principles established in the first two courses. It is designed to equip learners with the ability to develop, communicate, and consistently administer core workplace policies, ensuring smooth organizational operation and clear employee expectations.

Talent Development Microcredential

Workforce Planning:
This course focuses on the strategic upstream process of forecasting, analyzing, and structuring the organization's current and future workforce needs. It teaches learners how to use systematic methodologies to ensure the organization has the right people with the right skills to meet its strategic objectives.

Recruitment & Selection:
This course emphasizes building a fair, efficient, and strategic hiring process that secures the best talent while enhancing the organization's employer brand. It provides learners with the tools to build a pipeline of qualified candidates while ensuring a legally compliant and positive candidate experience.

Performance, Engagement, & Development
This course equips supervisors & HR managers with the daily leadership skills needed to maximize employee productivity, engagement, and potential. Learners will master strategies for setting behavior-based goals, conducting future-focused developmental conversations, and building continuous growth plans that align individual career aspirations with organizational goals to drive a high-performing culture.

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Strategic HR & Analytics Microcredential

People Analytics:
This course focuses on strategic data interpretation and business intelligence. Participants are equipped with the analytical tools necessary to measure the performance, cost, and financial impact of the workforce, allowing them to move beyond simple reporting to predictive and prescriptive analytics.
Strategic HR Management:

Strategic HR Management:
This course shifts the learner's perspective from simply executing HR functions to designing the organizational structures and processes that give a company a competitive advantage through its people. The emphasis is on leadership, foresight, long-term planning, and translating strategic vision into organizational action.