Stay up to date with emerging trends and regulations in human resources. HR roles are rapidly changing from basic recruitment and legal compliance to new accountability for strategic leadership, talent retention, and performance management.

**A Career in Human Resource Management**

Whether you’re a seasoned professional or just entering the field, a certificate in Human Resource Management from UNLV will expand your understanding of current issues and trends in HR. Human Resource Management training is also useful for first-time managers, small business owners, and numerous other career paths requiring knowledge of best practices for hiring, training, and managing staff.

In order to stay competitive, today’s companies must stay up to date on employment laws and staffing trends. In a small business, one employee may be responsible for all aspects of human resources including:
- Compensation & Benefits
- Training & Development
- Recruitment & Staffing
- HR Information System Analysis or Payroll
- Employee Support

In large companies, human resource professionals may serve as specialists in a single function.

UNLV’s Human Resource Management Certificate can train you for this critical business role. Course offerings provide a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, employment law, and staff management. Courses also may be taken individually to expand your skill set.

**Nevada Employment Outlook:**

In Las Vegas, employment in human resource management is projected to grow 20-30 percent over the next ten years, depending on specialty.

nevadaworkforce.com/Projections
Core Course: Essentials of Human Resource Management
Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management.

For information and registration visit ced.unlv.edu/HRManagement.

Schedule & Free Information Sessions
Course descriptions, schedules, and registration are online at ced.unlv.edu/HRManagement.

Attend a free information session to meet the instructors and learn about class format, curriculum, financial assistance, and employment outlook. For upcoming information session dates and times, visit ced.unlv.edu/HRManagement.

Related Courses:
PHR/SPHR Certification Preparation
Earning the Professional in Human Resources (PHR), or the Senior Professional in Human Resources (SPHR) designation gives you additional credibility, upgrades your knowledge and skills, and makes you more valuable as an employee. UNLV’s certification exam preparation courses provide a structured learning environment and access to instructors with decades of HR and teaching experience to help you be a success story. For details visit ced.unlv.edu/PHR-SPHR.

Organizational Leadership Certificate
Leaders must be able to manage individual employees as well as strategically move the overall organization forward. The Organizational Leadership Certificate is a comprehensive professional development opportunity covering a wide range of best practices in leadership to help you approach the complex challenges inherent in organizational growth and change. For details visit ced.unlv.edu/organizational-leadership.

Earn a Certificate in Human Resource Management
UNLV Continuing Education offers two Human Resource Management certificate options.

To earn the Basic Certificate you must successfully complete the core course plus 2.4 CEUs of electives. The Advanced Certificate requires successful completion of the core course plus 6 CEUs of electives.

Elective courses give students the opportunity to specialize in an area of interest, including employment law, employee relations, or strategic leadership.

Contact Us
Questions about UNLV Continuing Education’s Human Resource Management classes and certificate program should be directed to Continuing Education at continuing.education@unlv.edu or 702-895-3394.