

# BUSINESS & MANAGEMENT

## Human Resources Certificate

Gain valuable skills to advance your career, benefit your organization and enhance your chances for promotion. If you have less than two years' experience in human resources, have no formal training or perform various human resource functions within your organization, this certificate program can help you meet your goals. Each course is a complete learning experience. If you enroll in an individual course, you will receive a certificate of completion for that course.

### Requirements for the Human Resources Certificate:

To qualify, you must successfully complete eight courses:

- The five required courses, plus
- Three courses selected from the list of electives on pages 16-18.

**Total Program Cost for Eight Courses: \$898 (Save \$302)**

*Savings are available to students who register, with payment, for the complete certificate program.*

### Individual Pricing:

*Five required courses and three electives: \$1,200 if paid separately (\$150 per course).*



## REQUIRED COURSES

### Human Resources Management

CEU 0.6

Learn how current issues affect the role of the human resources manager in the areas of hiring, training, development, employment relations and compensation practices. Examine projected skill shortages and cultural diversity as they affect the corporate environment today. Review how external factors, such as the economy, legislation and cultural trends affect the field.

**Instructor:** W. Molloy

**Tuition:** \$125 + general fee \$25. Total \$150

**CBHR 735-49** Saturday, 9 a.m.-4 p.m., September 16

### Employment Relations

CEU 0.6

Create a positive working environment in order to maximize productivity and remain competitive! Become familiar with techniques to reduce absenteeism, as well as also conflict resolution skills, and coaching and counseling techniques. Discuss the implications of a multicultural workforce, the effect of the glass ceiling on women, and how to create opportunities for career advancement.

**Instructor:** M. Miller

**Tuition:** \$125 + general fee \$25. Total \$150

**CBHR 737-49** Saturday, 9 a.m.-4 p.m., September 23



## Compensation: Salary and Benefits

CEU 0.6

Learn about cost containment strategies, federal and state laws governing compensation, compensation techniques, anti-discrimination laws, unemployment and workers' compensation issues, as well as changing trends in benefits and the laws that govern them such as COBRA and Family Leave.

**Instructor:** M. Miller

**Tuition:** \$125 + general fee \$25. Total \$150

**CBHR 739-49** Saturday, 9 a.m.-4 p.m., October 7

## Training & Development

CEU 0.6

Gain an understanding of how training and development ensures an organization's productivity and competitiveness, enhances employee effectiveness and contributes to personal job satisfaction. Learn the basics of a sound training and development plan, principles of adult learning, the role of the trainer, and how to assess training needs, define objectives, and create and evaluate programs.

**Instructor:** M. Miller

**Tuition:** \$125 + general fee \$25. Total \$150

**CBHR 738-52** Saturday, 9 a.m.-4 p.m., October 14

## Recruiting & Selecting: Hire Right the First Time

CEU 0.6

Practice good interviewing and recruiting techniques that ensure you get the best candidate for the position. Understand how to develop job-related questions from job descriptions and resumes, what questions are legal, effective interviewing techniques, and an evaluation process for candidate selection. Bring sample job descriptions for a workshop exercise and see how to implement the concepts you've learned.

**Instructor:** W. Molloy

**Tuition:** \$125 + general fee \$25. Total \$150

**CBHR 724-49** Saturday, 9 a.m.-4 p.m., October 28