The Human Resource certificate program is designed for individuals who want to launch a career in Human Resources or need an update of challenges facing today’s organizations.

Instructor-led Classroom

Meet in classroom once a week extended by online presentations, assignments, and quizzes.

Date:
Apr. 8 – May 29/2015
Wed. 6:00 – 10:00 pm
South Campus

Cost: $575
Textbook required
Total Hours: 80

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For additional information Call David Lewis 281-542-2061 email David.Lewis@sjcd.edu or Nancy Pierce 281-991-2644, email Nancy.Pierce@sjcd.edu
The Human Resource Management program is designed to provide a broad perspective of HRM in today’s business environment. Each class offers a comprehensive and practical grounding in a major area of interest to human resource generalists.

**Introduction to Human Resources Management**

This course will present an overview of Human Resource Management by examining the purpose and objective of Human Resource Management. It will further put concepts into an understandable framework by surveying the major Human Resource functions and their associations within the field. This course is designed for individuals who want to launch a career in Human Resources or need a comprehensive update of challenges facing today’s organizations.

**Recruitment and Selection**

This course will present use of techniques for human resource selection and placement including hiring skills and tools focusing on position analysis and review, skill identification, market pricing, interviewing strategies, testing and legal considerations. Recruitment methods will be presented as well as current laws and legal considerations affecting selection and placement. Special focus includes techniques to reduce culturally-biased hiring practices and improve culturally-sensitive interviewing.

**Compensation Perspectives**

This course surveys the development and administration of sound wage and salary structures. Topics include an in-depth explanation of the cash compensation function beginning with a thorough understanding of Fair Labor Standards Act determining exempt and non-exempt nuances, job evaluation methods, job description writing techniques, survey practices, and wage and salary structure development. A work project parallels each step of the elements described above.

**Employee Benefits and Overview**

This course explores the various forms of indirect employee compensation—commonly referred to as “benefits”—that employers use to attract, recognize and retain workers. It includes designing and administering benefits such as paid leave, insurance, retirement income and various employee services, as well as various benefits mandated by federal, state or local laws and regulations.

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HR Legal Issues

A detailed introduction to federal and state employment laws. Instruction includes workplace discrimination; the role and purpose of the EEOC, affirmative action, privacy rights, wage and hour issues, and employment-at-will theory. Includes strategies for applying legal theories and modeling lawful behavior in the workplace. A separate text is required.

Understanding the Training and Dev’t Function in HR

This course will present an overview of training and development, with emphasis on targeting training to organizational goals and mission, budgeting, assessment, design, delivery, evaluation, and training justification. Topics include: need analysis, adult learning principles, and instructional techniques.

Employee Health and Safety

This course deals with both enterprise and employee safety and security. It includes the organization’s efforts to prevent and/or mitigate loss, risks to or from personnel, threats to its physical assets, damage to its technology and intellectual property, or risks of any other kind arising from all elements surrounding the work environment.

Employee Relations/Performance Management

This course stresses instituting stretch goals, communicating performance expectations, measuring performance objectively and regularly, and providing candid, honest feedback on a regular basis.

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