



## Certificate Description

**This certificate provides professionals the opportunity to enhance understanding of human resources principles in today's business environment**

**Employee Selection and Recruitment– MGMT 332**—This course examines the process and recruitment, selection, and human resources record keeping in organizations. It also presents how the effective management of people and jobs depends on accurate, reliable, comprehensive and current personnel information.

**Outcomes:**

- Discuss legal, ethical, and diversity issues affecting recruitment and selection.
- Use job analysis techniques to determine human resource needs.
- Develop job descriptions based on job analysis.
- Describe validity and reliability in regards to personnel selection tools.
- Create a plan for interviewing and selecting candidates.
- Identify techniques to manage human resources information to maximize effectiveness and efficiency.
- Explain the special requirements of human resource files, including confidentiality and privacy issues.
- Assess strategies to enhance personnel record management systems.

**Employee Compensation and Benefits - MGMT 338**—Compensation plays a critical role in modern organizations. This course is designed to provide a working knowledge of compensation and benefits.

**Outcomes:**

- Describe the influence of government on compensation practices.
- Compare different types of pay plans.
- Differentiate between various kinds of performance appraisal programs.
- Discuss the role of compensation and its influence on employee behavior.
- Describe the components of employee benefit programs.
- Identify the key guidelines used to evaluate the relative worth of a set of jobs.
- Develop an incentive plan for a given organization



## EXPERIENCED PROFESSIONAL CERTIFICATE IN **Human Resources**

**Personnel and Organization Policy - MGMT 335**—This course covers the basic aspects of policy writing for selection, performance management, disciplinary process, employee motivation, and career management.

**Outcomes:**

- Develop, analyze, and explain the requirements used in the personnel selection process for a specific position.
- Identify and determine the specific methods for which job analysis, design, description and specification are completed.
- Establish performance standards for a job and select methods of performance appraisal, and develop appropriate training for a given need.
- Explain and evaluate the relative worth of a set of jobs, and determine a compensation structure, to assist retention and career management of the company's human resources.
- Learn to identify the need and compose effective policies and procedures used in the guidance and performance management of the workforce.
- Determine and explain the appropriate disciplinary action for a given situation, and identify motivational alternatives in change mastery.

**Diversity in the Workforce - MGMT 345**—This course addresses the experience of work as it varies with gender and ethnic background. Topics include work-related stereotypes and attitudes, discrimination and harassment, career choice, occupational segregation, employment patterns, group differences related to fair testing and employment practices, and the relationship of diversity to processes such as supervision, leadership, mentoring and power.

**Outcomes:**

- Discuss how changes in population affect the makeup of the workforce.
- Discuss the effects of laws linked to discrimination by employers.
- Describe the historical issues of difference races in the workforce.
- Discuss the similarities and differences between employment experiences of men and women.
- Discuss the unique issues of multiracial group members.
- Describe the role of gender in occupational choices and opportunities.
- Define practices required of employers in regard to religious practices of employees.
- Define ageism and discuss legislation related to work and family.



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**Employment and Labor Law - MGMT 402**—The goals of this course is to provide an overview of the legal environment of the modern workplace, including an awareness of the legal, social, economic, and political forces impacting the law, and responsive strategies for the business manager.

**Outcomes:**

- Appraise the specific forms of workplace discrimination prohibited under current statutory and case law.
- Assess the classes of people protected by current employment law.
- Critically compare and contrast the various theories underlying workplace protection.
- Argue the contract and tort rights of employees and corresponding obligation and defenses of employers.
- List the federal government agencies that regulate each of the areas of employment law covered and explain how they implement the relevant law and policy.
- Develop and discuss preemptive management strategies that respond to the legal constraints of the current workplace environment.

**Training and Development - MGMT 438**—This course examines the various training and human resource development techniques utilized by corporations to improve employee and organizational effectiveness.

**Outcomes:**

- Evaluate the role and function of the HRD specialist.
- Critique the various assessment tools.
- Assess and apply the various models utilized for training and development.
- Analyze the strengths and weaknesses of specific training strategies.
- Evaluate the various methods of assessing the effectiveness of training and developments programs.
- Argue the implications of culture in training and development.
- Appraise major challenges of implementing training and development programs.
- Critique the impact of technology on business and using effective communication techniques.
- Evaluate situations that present potential ethical and legal issues and develop solutions for those issues.

**Performance Management and Employee Services— MGMT 442**— In this course, students will learn to effectively organize, develop, create, and manage a business. The main objective of the course is to experience the challenges of starting and financing a new company.

**Outcomes:**

- Critically appraise the concepts of performance management and identify the impact of inadequate performance reviews.
- Qualify and quantify sound performance expectations as a key element in organizational behavior.
- Distinguish between impressively performing organizations and contrast the different measurements used for monitoring and evaluating competing programs.
- Evaluate various control methods used to measure customer responsiveness.
- Critique the changes that have influenced service improvements and evaluate the business strategies that allow firms to meet customer expectations.