

Certificate in

Human Resources

PROFESSIONAL DEVELOPMENT

ADVANCE YOUR SKILLS AND KNOWLEDGE

In today's business environment, superior human resources management can provide a significant competitive advantage. In order to bring value, the human resources manager should be viewed as an integral and important part of an organization, working toward common stated goals. This program will equip you to meet the human resources challenges of the 21st century. Graduates will be prepared to help their organizations through effective management of human resources in a diverse and changing environment.



The Certificate in Human Resources Management consists of five required courses totaling 68 hours of lecture and discussion. The certificate graduate will receive 6.8 Continuing Education Units (CEUs), a nationally recognized unit used for professional development.

GRADUATES OF THE CERTIFICATE PROGRAM WILL:

- Have a comprehensive overview of human resources management
- Know where and how to find employable staff in a full employment economy
- Be familiar with the varied aspects of employment law
- Be aware of the importance of communication skills in the retention of good employees
- Be knowledgeable of strategies and plans for employee compensation



WHO SHOULD ATTEND?

- Current supervisors and human resources managers
- Anyone interested in human resources as a career path
- Employees with human resources responsibilities
- Clerical or entry-level employees who would like to move into management

Register today at www.csufextension.org or 657.278.2611
For more information, contact Kristyn Hursh: 657.278.7427, khursh@fullerton.edu

Cal State Fullerton
university extended education
www.csufextension.org

THE CLASSES

FUNDAMENTALS OF HUMAN RESOURCES MANAGEMENT

(1.2 CEUs/12 hours)

Prerequisite: none. The human resources manager should be viewed as an integral and important part of an organization, working toward common stated goals. This class is designed to give you an introduction to the changing environment of the industry, including a history of human resources, and current issues and trends.

FINDING AND KEEPING QUALITY EMPLOYEES

(1.2 CEUs/12 hours)

Prerequisite: none. The most important thing a human resources manager can do for an organization is to attract and retain employees who agree with organizational goals and objectives, and are willing to work toward accomplishing them. This class will assist in the development of skills needed to recruit, select and retain qualified employees by teaching basic staffing practices and strategies.

EMPLOYEE RELATIONS IN A CHANGING ENVIRONMENT

(1.2 CEUs/12 hours)

Prerequisite: none. Explore the economic and social factors that affect employees, including unionization and collective bargaining agreements. You will learn about the various applications of performance appraisals and evaluations, how to document employee activity, and how to conduct an employee investigation.

COMPENSATION, BENEFITS AND REWARD SYSTEMS

(1.6 CEUs/16 hours)

Prerequisite: none. Learn about compensation and benefits programs and how they contribute to achieving organizational strategies. You will learn the role of benefits and services in an organization and become familiar with the uses of compensation, benefits and reward systems, job evaluation, and salary structures and packages.

CURRENT ISSUES IN EMPLOYMENT LAW

(1.6 CEUs/16 hours)

Prerequisite: none. Compliance with federal and state laws and regulations is a necessary part of the human resources function. This creates a work environment that is balanced between employer and employee rights and responsibilities. You will discuss and explore the critical laws and regulations affecting human resources management, giving particular attention to discrimination, sexual harassment, health and safety issues and workers' compensation.

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