

Certificate in Human Resources Management




CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

College of Extended Learning

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This certificate program provides you with up-to-date information and important skills needed to succeed today in the HR field. It offers a comprehensive overview of HR issues affecting the workplace including legal aspects, recruitment, retention, performance, labor relations, workers' compensation, and how to use HR technology systems to manage information most efficiently.

How you will benefit:

- Effectively recruit and select people who fit the organization
- Gain knowledge of current employment laws affecting the workplace
- Implement new training development tools and techniques
- Learn the components of compensation, benefits and costs
- Reduce costs through implementing effective health and safety practices
- Improve efficiency using timesaving human resources information systems
- Understand and manage labor and employee relations issues

Who should attend:

- Anyone interested in entering the field of HRM
- Individuals in organizations who are taking on human resources management duties
- Current HR specialists or professionals who want to update their knowledge and skills
- Managers or supervisors who want a better understanding of particular HR topics

How to earn the certificate:

Successfully complete the six required courses to earn the certificate. The certificate can be completed in 12 months by taking two courses per academic quarter. Courses can also be taken individually to strengthen specific needs.

***Note:** If you are PHR or SPHR certified through the Human Resource Certification Institute (HRCI), you may apply your attendance at classes in this certificate toward recertification credit. Credit is awarded on an hour for hour attendance basis.*

For more information about this certificate program, please contact Carol Galvan at (909) 537-3910, or E-mail: cgalvan@csusb.edu

To be placed on our mailing list, visit our Web site at <http://cel.csusb.edu> or call (909) 537-5981 to receive a free Course Catalog.

<http://cel.csusb.edu>

Courses in the Curriculum

Fundamentals of Human Resources Management

Understanding the essential human resource management (HRM) functions is a necessary competency for any HR professional as well as for leaders, managers and supervisors who are involved with these roles. Receive a comprehensive overview of HRM including recruitment, legal requirements, training and development, performance appraisal and management, discipline, compensation and benefits programs, health and safety compliance, HRIS, HR Metrics and labor/employer relations. Learn timely updates on related HR issues and regulations including sexual harassment, employment leave, and disability laws. Recommended as a prerequisite course.

Employment Recruitment and Selection

A vital role of an HR department is to attract and retain individuals who can contribute toward the success of the organization. This course helps you meet this challenge by learning the practices and strategies for effectively locating, attracting and screening applicants for job openings. Topics include planning staffing needs, job analysis and descriptions, recruiting methods, selection techniques, and related HR legal aspects. Learn interviewing techniques and other screening tools. Emphasis is placed on cost-effective employment strategies and practices within competitive labor markets.

Training and Organizational Development

In response to the competitive nature of the work force, changes in the electronic workplace and increased workplace expectations, HR professionals are charged with establishing performance improvement programs and strategies that build the organization's capacity to succeed. This course presents you with theories and hands-on opportunities for

the design, development and delivery of performance enhancing programs that can dramatically improve the effectiveness of your organization. In addition, you learn how to determine the type of program needed, use of evaluation tools and the methods of reporting effectiveness.

Legal Aspects of Human Resources Management

This course focuses on current state and federal employment laws and regulations with an emphasis on identifying and preventing potential legal problems that can arise in human resource functions. Topics include equal employment and discrimination, immigration law, employee leaves, compensation and benefit laws, disability laws, workers' compensation, safety compliance, wage and hour regulations, and legal hiring and termination practices. The course also covers other issues in HR, such as sexual harassment, drug and alcohol use, and privacy concerns. Basic labor laws affecting employer/employee relationships, employee rights, unfair labor practices, current HRM events and case studies are discussed.

Compensation, Benefits and Performance

Learn about total compensation and how to use it to attract, retain and motivate employees in the organization. In this class, discover the components of compensation, how to analyze and develop a job description from which fair pay can be determined, conduct a salary survey, and understand the types of benefits and their costs. You also become aware of the laws and regulations that affect compensation. Ability to use a hand calculator is required. Students should have a basic knowledge of human resources.

Health, Safety and Security Requirements

This course focuses on establishing effective workplace health, safety, and security policy, practices, and procedures. Topics covered include federal and California OSHA compliance, illness and injury prevention, workers' compensation, risk management, safety training, security practices, disaster communication, environmental and recordkeeping requirements. Learn how to implement health and safety practices that will help reduce health insurance and workers' compensation costs as well as avoid possible citations and penalties. This course is ideal for HR professionals, health and safety personnel, supervisors, managers, or employees responsible for workplace health, safety, and security issues.


Human Resources Management Schedule	Fall '09	Winter '10	Spring '10	Summer '10
Fundamentals of Human Resources Management	■		■	
Employment Recruitment and Selection		■		
Training and Organizational Development			■	
Legal Aspects of Human Resources Management	■			
Compensation, Benefits and Performance				■
Health, Safety and Security Requirements		■		

Schedule subject to change. Please see future Course Catalogs.

AFFILIATE OF



Inland Empire SHRM members receive a 10% discount on any Human Resources Management course. For information about membership, visit www.ieshrm.org



ASTD Inland Empire Chapter members receive a 10% discount on any Human Resources Management courses this quarter. For more information about membership, visit www.astd-ie.org

For course dates and times, and to register, visit <http://cel.csusb.edu>