



School of Continuing Education & Workforce Development

Short Term Certificate Programs

HUMAN RESOURCES SPECIALIST CERTIFICATE

Program Overview: The Human Resources Specialist Certificate is designed for an individual who desires to enter the Human Resources field with a general understanding in Human Resources within a short period of time. The following are career opportunities in Human Resources: Human Resource Representative, Human Resource Coordinator, HR Assistant, Human Resource Specialist, Human Resource Generalist, Compensation or Benefits Specialist, Staffing Coordinator, Employment Specialist, Payroll Specialist, or Training and Development Assistant.

- ✓ **FUNDAMENTALS OF HUMAN RESOURCES:** Participants in this course will learn to lay the groundwork for the basic functions of Human Resources (HR). Participants will be exposed to insights into emerging trends and key HR issues for the future.
 - ✓ **EMPLOYMENT AND STAFFING:** Participants in this course will expand upon the issues discussed in the fundamentals class and will specifically address: determining staffing requirements, writing accurate job descriptions and competencies, and establishing selection procedures.
 - ✓ **COMPENSATION AND BENEFITS:** Participants in this course will learn a comprehensive overview of employee benefits programs by investigating current and future trends in employee and welfare benefits. Also, HR compliance laws, developing payroll and benefits systems while providing maximum value to employees and containing benefits costs for your company.
 - ✓ **HUMAN RESOURCES DEVELOPMENT:** Participants will learn to conduct needs analyses to identify and establish development activities, and to develop training programs to meet those needs. Examine strategies and objectives for using variable compensation to focus more effectively on aligning employee efforts with organizational performance.
 - ✓ **EMPLOYMENT LAW:** Participants will learn a sound understanding of the HR role in administering labor agreements and skills necessary to interpret them. You will gain knowledge of federal, state, and local OSHA, liability for discriminations lawsuits, 401(k) and other topics. Unions, contract negotiations, and grievance procedures will also be discussed.
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