COURSE SCHEDULE

COURSE	DATES
Training and Development 2.0	Jan. 9 – Feb. 20, 2024
Strategic Role of HR (capstone, must complete all other courses before taking this course)	Jan. 11 – Feb. 22, 2024
Benefits Fundamentals	March 5 – April 16, 2024
Compensation Fundamentals	April 30 – June 11, 2024
HR Role in Today's Workplace	July 2 – Aug. 13, 2024
Legal Issues for HR Professionals	Aug. 27 – Oct. 8, 2024
Talent Acquisition and Retention Strategies	Oct. 22 – Dec. 3, 2024
Performance Management	2025 TBA
SHRM CP/SCP Program The SHRM program is not included in HR Certificate program. Refer to website for course information and fees	Jan. 29 – May 6, 2024

Refer to website for course information and fees

SCHEDULE DETAILS

DAYS: Tuesdays   **TIME:** 6 – 9 p.m.   **LOCATION:** Online

COSTS

FEES: $569 per online course

FUNDING

CSUSM Student & Alumni 15% Savings

WIOA Funding Approved

MyCAA Funding Approval

VA eligible (SHRM programs not eligible)

FOR MORE INFORMATION AND TO REGISTER

CSUSM.EDU/EL/HUMANRESOURCES

760.750.4020 | **PROFESSIONALDEVELOPMENT@CSUSM.EDU**

PROFESSIONAL CERTIFICATE IN

HUMAN RESOURCES
MANAGEMENT

FLEXIBLE PROGRAM

This certificate program offers evening classes and the flexibility to take the entire certificate program or just a few courses

ADAPT TO CHANGING REGULATIONS

Stay updated and informed of the changes in the U.S. and global workforce

LEARN FROM THE BEST

Learn from experienced and professionally certified instructors who provide expertise, insights and one-on-one guidance

PROGRAM OVERVIEW

The human resource function is crucial to your organization's successful operation. This program focuses on the critical skills needed to manage the day-to-day HR related responsibilities and strategic HR vision – from recruiting hard-to-find talent to being a strategic partner to guide your organization's growth and success.

AUDIENCE

This certificate program is designed for HR professionals, small business owners and others who are interested in pursuing or advancing within the human resource function.

PROGRAM FEATURES

• Entire program can be completed in one year with classes offered on weekday evenings to accommodate working professionals

• Courses are taught by experienced and professionally certified industry experts

• Content is relevant and immediately applicable to your HR roles and responsibilities

• New courses begin every eight weeks

PROGRAM COURSES INCLUDE

BENEFITS FUNDAMENTALS

Explore benefits and services as a method of attracting and retaining employees who share your company's vision. You will review the history and philosophy of benefits to learn why this area has become so competitive. You will learn how to create and administer a benefits and services program and how to use it to attract and retain the best employees.

COMPENSATION FUNDAMENTALS

To attract and retain quality employees, it is critical for an organization to offer a competitive compensation package. This course covers the essentials of compensation management, including organizational strategies; program development and design; important terms and definitions; and a review of the related legal environment.

HUMAN RESOURCES' ROLE IN TODAY'S WORKPLACE

This foundation course provides you with an overview of the human resource function and the key roles and responsibilities for helping an organization become an industry "employer of choice." Discussions focus on recruiting and retention; managing a diverse workforce; legal issues; compensation; safety issues; performance management; and future trends.

LEGAL ISSUES FOR HR PROFESSIONALS

Each day, HR professionals implement a variety of state, federal and local laws associated with employment related situations. This course will assist you in becoming better informed about how your role and responsibilities can impact the organization's bottom line. You'll also learn how written policies and procedures impact employees and the organization, and how you can minimize the company's exposure to costly lawsuits and administrative fees.

PERFORMANCE MANAGEMENT

Creating effective systems that provide the information necessary to manage employee performance is crucial. This course explores some of the tools, processes, and systems used to establish credible performance management systems to reward, discipline, maximize productivity, and continuously improve employee performance.

TALENT ACQUISITION & RETENTION STRATEGIES

You will learn how to develop a recruiting plan that attracts and retains the workforce talent that your organization needs to succeed in today's competitive workplace. In-class discussions and projects will incorporate your own work related situations and highlight ways to simultaneously enhance the candidate selection pool, heighten employee loyalty and improve retention.

THE STRATEGIC ROLE OF HUMAN RESOURCES*

This capstone course builds on and integrates all program courses and provides strategies for, and skills needed to, position HR as a vital partner in the organization. Discussions and projects focus on measuring HR's effectiveness in implementing key initiatives, restructuring options, and development of core competencies for a successful senior level HR professional.

*Students must have completed all other courses before enrolling in this course.

TRAINING & DEVELOPMENT 2.0

This highly interactive course will provide you with knowledge of current trends in Training & Development (T&D) and give you hands-on experience in training, including conducting a needs assessment, designing and developing a training module, facilitating training, and applying evaluation methodologies to measure the effectiveness of training against your organization's business objectives.

SHRM-CP | SHRM-SCP CERTIFICATION PREPARATION

Register now for this certification prep program that is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals need to excel in their careers.

SHRM Learning System is included with program fee
Visit csusm.edu/el/shrm for more information