



"The teachers have been excellent. They are as dedicated to the students as the students are to the program. You really see that everyone is passionate about it. It makes you excited for your future in the field."

Erica Miller, Graduate

PROFESSIONAL CERTIFICATE IN **HUMAN RESOURCES MANAGEMENT**

PROGRAM OVERVIEW

The Human Resource function is crucial to your organization's successful operation. Our 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 LOGISTICS

DATE: Tuesdays

TIME: 6:00 – 9:00 p.m.

FEE: \$4,552 for entire certificate, \$569 for individual classes

FUNDING: CSUSM Students & Alumni 15% Savings
WIOA Funding Approved
MyCAA Funding Approved
VA eligible

LOCATION: CSUSM San Marcos Campus

SHRM-CP | SHRM-SCP CERTIFICATION PREPARATION

This program 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. Program starts August and January.

SHRM Learning System is included with program fee

Visit csusm.edu/el/shrm for more information

FOR MORE INFORMATION AND TO REGISTER:

Call: **760-750-4004** or visit: csusm.edu/el/humanresources
Or email: professionaldevelopment@csusm.edu



PROFESSIONAL CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

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 classes before enrolling in this class.

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.

2019/2020 COURSE CALENDAR

COURSES	DATE
Strategic Role of HR*	Aug. 20 - Oct. 1, 2019
HR Role in Today's Workplace	Oct. 15 - Nov. 26, 2019
Legal Issues for HR Professionals	Jan. 7 - Feb. 18, 2020
Talent Acquisition	Mar. 3 - Apr. 21, 2020
Performance Management	2020
Training & Development 2.0	2020
Benefits Fundamentals	2020
Compensation Fundamentals	2020
SHRM-CP & SHRM-SCP Information Session	July 29, 2019 Jan. 13, 2020
SHRM-CP & SHRM-SCP	Aug. 26 - Dec. 9, 2019 Jan. 27 - May 18, 2020