HUMAN RESOURCES MANAGEMENT
CERTIFICATE PROGRAM
Book List

Please look forward to class confirmations three to four days prior to your class. We suggest that you wait to purchase your book/materials until receiving your confirmation.

Course: Human Resources Essentials
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: HR Systems and Metrics
Required Text: Practical Guide to Human Resource Information Systems
Author: Satish Badgi
ISBN: 978-8120345294

Course: Financial Intelligence for Non-Financial Managers
Required Text: A Step-By-Step Guide to Understanding and Creating Financial Reports
Author: Thomas Ittelson
ISBN: 978-0071450904

Course: High Performance Management Essentials
ISBN: 978-0873898614
Contact the American Society for Quality to purchase textbook – www.asq.org or call 1.800.248.1946

Course: Managing Employee Performance
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: Employment Law
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing
Course: Talent Management: Finding and Keeping the Best
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: Total Rewards
Required Text: Human Resource Management; 14th or 15th Edition
Author: Robert L. Mathis and John H. Jackson
Publisher: South Western College Publishing

Course: HRCI PHR or SPHR Exam Preparation
Author: Robert L. Mathis and John H. Jackson
Study guide will be announced at the first session of the course.

Course: SHRM - CP or SCP Exam Preparation
Required Text: SHRM Learning System

Course: Understanding Budgets
Required Text: Budgeting Student Manual
Be sure to order your textbook well before your start date of class from Logical Operations. Visit Logical Operations by going to https://store.logicaloperations.com and searching for the text by entering the word "Budget" into the search field.

Course: High Performance Management Essentials

Recommended

Course: Managing Small Projects
Recommended Text: Project Management for Small Projects
Author: Sandra Rowe