

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

ISBN: 14th: 978-1-133-95310-4; 15th: 978-1305500709

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: 978-1601630230

Course: High Performance Management Essentials

Required Text: The Certified Manager of Quality/Organizational Excellence Handbook; 4th Edition

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

ISBN: 14th: 978-1-133-95310-4; 15th: 978-1305500709

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

ISBN: 14th: 978-1-133-95310-4; 15th: 978-1305500709

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

ISBN: 14th: 978-1-133-95310-4; 15th: 978-1305500709

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

ISBN: 14th: 978-1-133-95310-4; 15th: 978-1305500709

Publisher: South Western College Publishing

Course: HRCI PHR or SPHR Exam Preparation

Required Text: Human Resource Management; 15th Edition

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

Required Text: The Certified Manager of Quality/Organizational Excellence Handbook; 4th Edition ISBN: 978-0873898614 Contact the American Society for Quality to purchase textbook – www.asq.org or call 1.800.248.1946

Recommended

Course: Managing Small Projects

Recommended Text: Project Management for Small Projects

Author: Sandra Rowe

ISBN: 13: 978-1567261851