

# Human Resources Management Certificate Program

## Advance your career with a Human Resources Management certificate.

- Learn practical skills you can apply tomorrow
- Instructors are current experts in the field of HR
- Courses count for PHR® and SPHR® recertification credit
- Evening classes designed for working professionals

## Register now



425.267.0150



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*Take charge  
of your future*



The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit.



HR jobs are “projected to grow by 22% between 2008 and 2018.”<sup>1</sup>

## Human Resources Certificate Overview

The certificate is designed for working professionals. Our practical teaching approach equips you with skills and knowledge that can be applied immediately to the workplace.

At least 99 hours of in-class coursework is required for the certificate.

<b>Required Courses</b>	<b>78 hours</b>
HR Essentials	9 hours
Employment Law	12 hours
Talent Management – Finding and Keeping the Best	12 hours
Managing Employee Performance	12 hours
Total Rewards	12 hours
HR Systems and Metrics (Hybrid)	12 hours
HR Certificate Capstone	9 hours
<b>Elective Courses - Choose from any of the following:</b>	<b>21 hours</b>
Working with Organized Employees	6 hours
Employee Training and Development	6 hours
Safety and Security	6 hours
Communication Styles Essentials	3 hours
Managing Small Projects	6 hours
Financial Intelligence for Non-Finance Managers	15 hours
High Performance Management Essentials	15 hours
Supervisor Training	14 hours

<sup>1</sup> US DOL - Bureau of Labor Statistics 2010

## Required Courses

### HR Essentials

This foundation class introduces the dynamic field of human resources. Learn what HR does and its potential impact and importance in an organization. Master the acronyms and jargon used in the profession; learn the competencies required to be successful as an HR practitioner; and learn information on HR industry certifications.

### Employment Law

Navigate the myriad of laws governing the employment relationship, including discrimination, compensation, benefits, labor relations and privacy. Learn how laws and regulations are developed; strategies for keeping your organization in compliance; and ways to keep abreast of new and proposed regulations.

### Talent Management – Finding and Keeping the Best

Learn the steps in recruitment; the legal environment related to recruiting and retention; how to develop behavioral interview questions to select employees that fit your organization; and creative strategies to hold on to your best talent.

### Managing Employee Performance

Learn how to develop and administer a performance management system; manage complaints and conflicts, implement progressive discipline, and navigate the termination process while protecting employee rights.

### Total Rewards

Learn to efficiently manage total rewards; design a basic pay system; and leverage a range of possible benefits, including many low or no-cost options. Class also covers laws governing compensation and benefits.

### HR Systems and Metrics – Hybrid

HR professionals must acquire and track data to meet employee data legal requirements and measure effectiveness of HR initiatives. Learn the basics of HR information management systems; the record keeping requirements for HR; how to select and implement a new HRIS; HR metrics calculation; and how to research HR issues on the internet.

### HR Certificate Capstone

Tackle real-life case studies presenting complex HR problems with legal and ethical dimensions. Apply a best practice framework to analyze scenarios, determine the issues and risks, and recommend steps for a solution.

Learn more at [www.everettcc.edu/HrCert](http://www.everettcc.edu/HrCert)