

*Career Advancement Opportunities  
in Human Resources*

Office of Continuing Studies  
1678 Asylum Avenue  
West Hartford, CT 06117



## HR Management Certificate Program and SHRM Learning System



### *Career Advancement Opportunities in Human Resources*

[www.sjc.edu/continuingstudies](http://www.sjc.edu/continuingstudies)

### **HR Management Certificate Program**

This program, servicing the HR community for 24 years, has been updated by sponsors Saint Joseph College and the Human Resource Association of Central Connecticut (HRACC). The program meets the demands of professional practice and current business needs while accommodating busy professional lives. The complete six-course program can be earned in one semester or in a more leisurely one or two-year time frame.

Saint Joseph College issues Continuing Education Units (CEUs) for each completed course.

#### **Recruitment & Staffing** (CEDU750)

**Tuesdays, September 1 - October 6, 2009**

**6:00-9:00 p.m.**

Learn the most effective and efficient techniques in attracting successful employees to your organization. Explore various sources for recruitment – from the Internet to outplacement agencies – and use mock interviews to examine the process of securing the candidate who is the "best fit" for the position. Compliance with employment laws, an integral part of evaluating the entire recruitment and selection process, is included.

#### **Training & Organizational Development** (CEDU751)

**Wednesdays, September 2 - October 7, 2009**

**6:00-9:00 p.m.**

Learn the keys to effective training and development efforts. Understand the value of aligning training strategy to organizational mission, vision, and goals. Explore adult learning principles and focus on the overall training process, including needs analysis, design and development principles, delivery methods and evaluation techniques.

#### **Compensation** (CEDU752)

**Thursdays, September 3 - October 8, 2009**

**6:00-9:00 p.m.**

An overview of total cash compensation issues including theory, strategy, and practice. Topics include pay structures, base pay, variable pay management, and pay mix for employees and executives. Laws relevant to compensation, such as FLSA and the communication of compensation philosophy, strategy, implementation, and evaluating program effectiveness, will be discussed.

### Employment and the Law (CEDU753)

Wednesdays, October 14 - November 18, 2009

6:00-9:00 p.m.

Focus on the legal aspects within HR Management including discrimination laws, Family and Medical Leave Acts, drugs and alcohol in the workplace, COBRA and ERISA, and positive labor relations laws. Students may have an opportunity for experience-based information: handling an unemployment compensation case at the fact finding and appeal levels, preparing a CCHRO case, managing a worker's compensation termination case, and responding to a DOL wage audit.

### Benefits (CEDU754)

Thursdays, October 15 - November 19, 2009

6:00-9:00 p.m.

Review federal and state laws regulating benefit plans and discover the impact of benefit plans on recruitment and retention. Learn how to conduct a benefit needs analysis and understand mandated and voluntary benefit plans. Discuss effective methods of communicating total compensation/total rewards, maximizing vendor and broker relationships, outsourcing opportunities, the technology required in benefit administration, and conduct a checklist audit of your benefit administration function.

### Integrated HR (CEDU755)

Friday December 4, 2009

6:00-9:00 p.m. and

Saturdays, December 5 - 12, 2009

9:00 a.m. - 5:00 p.m.

The capstone course where students apply newly learned skills towards the creation of an HR audit. Through teamwork exercises and hands-on experience, students build an effective HR tool that they can bring into their own professional practice in an intense, yet fun, and practical exercise. Open only to those who have completed the first five courses or former graduates of the HR Management Certificate Program.

### Tuition

Tuition for each six-week course is \$525.00.

Participants earn 1.8 CEUs for each completed course.

### SHRM Learning System (CEDU740)

The SHRM Learning System course provides an in-depth study of key areas in human resource management. Course materials include six extensive print modules that correspond to the six functional areas, responsibilities, and associated knowledge defined by the Human Resource Certification Institute (HRCI). Courses in the Learning System are:

- Strategic Management
- Workforce Planning and Employment
- Human Resource Development
- Total Rewards
- Employee and Labor Relations
- Risk Management

Included in the tuition, course participants will receive an SPHR Preparation Book for specialized SPHR training.

### Tuition

Tuition is \$1,130. Participants that complete the SHRM Learning System earn 3.5 CEUs for this Certificate Program.

### Register

**By Mail:** Complete the form to the right and submit with a check made payable to Saint Joseph College to:

Saint Joseph College  
Office of the Registrar  
1678 Asylum Avenue  
West Hartford, CT 06117-2791

**For more information** about these and future workshops, please contact:

Dr. Cheryl Braxton, Director  
Continuing Education & Community Outreach  
860.231.5227 or cbraxton@sjc.edu

Learn more about Continuing Studies at Saint Joseph College at: [www.sjc.edu/continuingstudies](http://www.sjc.edu/continuingstudies)



### Quick Mail Registration

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student ID or Date of Birth: \_\_\_\_\_

I would like to register for the following workshops:

**Recruitment & Staffing** (CEDU750), \$525 \$ \_\_\_\_\_

**Training & Organizational Development** (CEDU751), \$525 \$ \_\_\_\_\_

**Compensation** (CEDU752), \$525 \$ \_\_\_\_\_

**Employment and the Law** (CEDU753), \$525 \$ \_\_\_\_\_

**Benefits** (CEDU754), \$525 \$ \_\_\_\_\_

**Integrated HR** (CEDU755), \$525 \$ \_\_\_\_\_

**SHRM Learning System** (CEDU740), \$1,139 \$ \_\_\_\_\_

**Total Amount Due** \$ \_\_\_\_\_

Check in the amount of \$ \_\_\_\_\_, made payable to Saint Joseph College, is enclosed.

Send this completed form and check to:

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