

**Program Description:**

Stay up-to-date with emerging trends and regulations in human resources. Whether you are a seasoned human resource professional or you are just entering the field, UNLV has courses to expand your understanding of current, relevant issues. Course offerings will provide you with tools needed to demonstrate a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses are developed through consultation with human resource management professionals, human resource consultants, and business leaders.

**Prerequisites and Admissions Requirements:**

High School Diploma or GED

**Program Learning Outcomes:**

- Students will be able to define human resource management and explain the roles and responsibilities of human resource professionals.
- Students will be able to explain the key provisions of legislation that affects HR employment Law activities.
- Students will be able to evaluate recruitment methods and their effectiveness in addition to understanding the interview and selection process.
- Students will be able to explain the basic elements of a compensation system and benefits commonly offered by employers.
- Students will be able to explain training strategies, professional development tools and the evaluation process for employee development.
- Students will be able to identify best practices using performance management techniques to evaluate and discipline employees.

**Program Requirements:**

To earn the Human Resource Management Certificate you must successfully complete the core course plus an additional 2.4 CEUs of elective courses. To earn the Advanced Human Resource Management Certificate you must successfully complete the core course plus an additional 6 CEUs of elective courses.

**Required Courses for All:**

- Essentials of HR Management (CP6113)

**Elective Courses:**

- ABCs of Strategic Thinking (CP6166)
- Best Practices in Employee Retention & Engagement (CP6107)
- Best Practices in Internships Employer Workshop (CP6138)
- Building a Salary Structure: Down to the Nitty Gritty (CP6154)
- Coaching & Counseling for Success (CP6165)
- Conflict Management: What is Conflict & How Do I Resolve It? (CP6181)
- Conflict Management: Tools for Organizational Success (CP6191)
- Cultural Competency in the Workplace (CP6176)
- Developing a Successful Performance Management Program (CP6173)
- Developing Mentorship Programs (CP6303)
- Effective Employee Relations Strategies (CP6142)
- Effective HR Analytics (CP6134)
- Employee Learning & Development (CP6147)
- Employee Recruitment Deep Dive (CP1107)
- Federal Employment Law: Labor-Management Relations (CP6129)
- Federal Employment Law: Employment Discrimination (CP6133)
- Federal Employment Law: Wage & Hour (CP6106)

- Federal Employment Law: Background Checks, Safety, Immigration, & More (CP6109)
- Fostering a Diverse and Inclusive Workplace (CP6301)
- Human Resources for Small Business: More Than Just Hiring & firing (CP6128)
- Incentive Compensation: Designing Bonus Plans that Work (CP6156)
- Interviewing Skills for Hiring Teams (CP6187)
- Job Analysis & Job Evaluation: The Black Boxes of Compensation (CP6152)
- Leading People Through Change (CP6159)
- Managing in a Multi-Generational Workplace (CP6185)
- Managing & Responding to Poor Employee Performance (CP6125)
- Managing & Supervising Today's Workforce (CP6164)
- Managing Organizational Change (CP6304) *See also: Organizational Change Management*
- Nevada Employment NRS 607-612 (CP6144)
- Nevada Employment Law NRS 613-615 (CP6145)
- Nevada Employment Law NRS 6161A-618 (CP6146)
- Organizational Change Management (CP6304) *See also: Managing Organizational Change*
- Organizational Climate & Cultural Assessment (CP6156)
- Pay for Performance: Building the Merit Pay Matrix & Costing the Pay Program (CP6155)
- Performance Management (CP6112)
- Salary Administration, Fundamentals Of (CP6170)
- Strategic Employee Recruitment and Retention (CP6127)
- Strategic Human Resources (CP6117) *See also: Aligning Human Resource Initiatives with Business Success*
- Strategically Planning for Diversity in the Workplace (CP6104)
- Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals (CP6148)
- Succession Planning – Identifying & Growing Tomorrow's Leaders From Within (CP6175)
- Talent Management (CP6183)
- The Central Role of HR in Organizational Ethics (CP6132)
- The Great Resignation: Strategies for Employee Retention (CP6140)
- Turning Managers into Leaders (CP6119)
- Understanding Employee Behavior in the Workplace (CP6179)
- Understanding the Collective Bargaining Process (CP6114)
- What the EEOC Expects From Employers (CP6121)
- Workplace Investigations (CP6105)

**About This Program:**

The Human Resource Management program is designed to meet the needs of Southern Nevada for a prepared and educated workforce in the field of human resource management. This entry level program provides an opportunity for members of the community interested in pursuing a career in human resource management.