

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

Required Course for Basic Certificate:

- Basic Human Resources Certificate Program Application (CP9999B)

Required Courses for Advanced Certificate:

- Advanced Human Resources Certificate Program Application (CP9999A)

Required Courses for All:

- Essentials of HR Management (CP6113)

Elective Courses:

- Best Practices in Internships Employer Workshop (CP6138)
- Building a Salary Structure: Down to the Nitty Gritty (CP6154)
- Business Writing (GB6133)
- Change Management (CP6172)
- Coaching & Counseling for Success (CP6165)
- Communication Strategies: Dealing with Problem Employees (CP6190)

- Communication Strategies: First-Time Managers or Supervisors (CP6177)
- Communication Strategies: When Having Difficult Conversations (CP6180)
- Conflict Management: What is Conflict & How Do I Resolve It? (CP6181)
- Creating a Strategic Thinking Paradigm (CP6166)
- Cultural Competency in the Workplace (CP6176)
- Demonstrating HR Value Through the Use of Effective HR Metrics (CP6134)
- Developing a Successful Performance Management Program (CP6173)
- Documentation, Discipline, & Termination (CP6125)
- Effective Employee Relations Strategies (CP6142)
- Essential Communication Skills for First-Time Managers or Supervisors (CP6177)
- Federal Employment Law I (CP6129)
- Federal Employment Law II (CP6133)
- Federal Employment Law III (CP6106)
- Federal Employment Law IV (CP6109)
- Grammar for Professionals (GB6100)
- Human Resources for Small Business: More Than Just Hiring & firing (CP6128)
- Incentive Compensation: Designing Bonus Plans that Work (CP6156)
- Job Analysis & Job Evaluation: The Black Boxes of Compensation (CP6152)
- Making the Transition from Manager to Leader (CP6119)
- Managing & Supervising Today's Workforce (CP6164)
- Market Data: Tricks, Traps, & Tools (CP6153)
- Nevada Employment Law I (CP6144)
- Nevada Employment Law II (CP6145)
- Nevada Employment Law III (CP6146)
- Pay for Performance: Building the Merit Pay Matrix & Costing the Pay Program (CP6155)
- Performance Management (CP6112)
- Power-Packed Communication Strategies for Managers and Supervisors (CP6171)
- Problem Solving and Decision Making (CP 6182)
- Project Management Skills Everyone Needs (CP6174)
- Salary Administration, Fundamentals Of (CP6170)
- Strategic Employee Recruitment and Retention (CP6127)
- Strategic Management – The Role of HR (CP6110)
- Strategic Planning (CP6178)
- Strategically Planning for Diversity in the Workplace (CP6104)
- Succession Planning – Identifying & Growing Tomorrow's Leaders From Within (CP6175)
- The Central Role of HR in Organizational Ethics (CP6132)
- 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.