

Human Resources

Certificate in Human Resources Professional - Generalist

Federal and state regulations require a knowledgeable, professional Human Resources department to handle the many requirements to remain legally compliant as an employer. Managers, HR professionals and entrepreneurs who would like to learn more about the hiring and handling of employees, health insurance, compensation and other human resources programs and procedures will benefit from this comprehensive program. Whether you are interested in pursuing testing for credentials from organizations such as the Human Resources Certification Institute or the Society for Human Resource Management (SHRM), or simply looking to grow your expertise, this program provides you with the knowledge needed for career growth and preparation to sit for the SHRM certification exam.

Program content is based on the SHRM's State of Human Resource Education Study in cooperation with the American Institute for Research and the SHRM Human Resource Curriculum: An Integrated Approach to HR Education. The program includes two field trips to local SHRM chapter meetings and guest speakers who are subject matter experts.

This program requires a textbook. Please see 'Textbook Information' under [General Information \(https://catalog.ccm.edu/noncredit/general-information/\)](https://catalog.ccm.edu/noncredit/general-information/).

The first four classes can be taken individually and in any order. The last course requires at least one other as a prerequisite.

Course Code	Course Title	CEUs
CHR-121E	HR Management and Staffing	1.5
CHR-122E	Employment Law	1.8
CHR-119E	Training and Staff Development	0.9
CHR-117E	Total Rewards: Compensation & Benefits	1.5
CHR-127E	Strategic HR Management & Capstone Project	1.2

For information on current course offerings and how to register, please go to our website (<https://www.ccm.edu/workforce-development/>).

Certification

You do not need to enroll in the certificate program to benefit from these courses. Upon completion of all five modules, you are awarded the Certificate of Completion in Human Resources by the college. See "[Certificates and Transcripts \(https://catalog.ccm.edu/noncredit/general-information/\)](https://catalog.ccm.edu/noncredit/general-information/)."

Courses

HR Management and Staffing

The most valuable asset to any organization is its people. Learn how to identify and implement recruiting and retention programs to impact productivity and profitability. Topics include trends in HR Management and the contemporary role of HR in the large and small organization; recruiting and retention strategies and

practices; managing a diverse workforce and a global workforce; and evaluating HR performance/effectiveness with metrics. The class will attend a Society of Human Resources chapter meeting (Sussex-Warren) during one session. CHR-121E.

Employment Law

Professionals provide training to managers and employees on compliance issues and develop and implement policies, practices, and procedures. Students will learn about relevant legislation such as employment at will/wrongful discharge, NJ State and local legislation, OSHA, FLSA, ERISA, FMLA, NLRA, WARN, COBRA, HIPAA and EEO. CHR-122E.

Training and Staff Development

Continuous learning is essential to a productive and efficient workforce. HR delivers corporate training to employees based on business needs and objectives. This course covers defining core competencies; conducting a needs assessment; designing and delivering training programs; and linking career development and performance management to training. . CHR-119E.

Total Rewards: Compensation & Benefits

Compensation and benefits are primary factors in recruiting and retaining top talent and are key to a company's competitiveness. HR develops packages for executives and compensation and benefits levels for employees that are equitable and that fit the company's needs. Major topics discussed include salary grading and banding using a market-based strategy, management of company-paid benefits (medical, dental, etc.), ERISA and other regulatory issues pertaining to benefits, and other rewards including paid time off and flexible scheduling. CHR-117E.

Strategic HR Management & Capstone Project

To be an active partner in the strategic management of a company, HR must understand the business climate and the competition. HR translates corporate goals to departmental and individual levels while minimizing risk to the company. Students will work in groups on a project of choice and will identify and report on solutions drawing from multiple areas of HR. Major topics include SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis, health, safety and security risks, workforce changes including mergers/acquisitions, and reductions in workforce. CHR-127E.
