

# Human Resources Management Certificate Program Overview

Certificate requires a total of 123 course hours

## REQUIRED COURSES

102 hours total

Human Resources Fundamentals	15 hours
Recruiting and Retaining a Talented Workforce	12 hours
Compensation Basics	15 hours
Benefit Basics	15 hours
Introduction to Employment Law	12 hours
HR Systems and Metrics	12 hours
Performance Management and Employee Relations	12 hours
Human Resources Certificate Capstone	9 hours

## ELECTIVES

21 hours total

Advanced Compensation	12 hours
Advanced Employment Law	12 hours
Ethics and HR	6 hours
Dealing with Discord: the Manager as Mediator	6 hours
Accounting Overview for Non-Accountants	18 hours
Principles of Project Management	12 hours
Understanding Budgets	9 hours
Coaching Skills for Leaders	6 hours

## FOR MORE INFORMATION:

- Get full course and schedule information at [www.gotobcc.com/ce/hr](http://www.gotobcc.com/ce/hr)
- Attend a free Human Resources Management Certificate information session. Call (425) 564-2263 for dates
- Questions about the program? Contact Business and Professional Programs at (425) 564-3172

# Human Resources Management Certificate Program

Register by phone at (425) 564-2263  
or online at [www.gotobcc.com](http://www.gotobcc.com)



## Taught by HR professionals. Customized to your career needs.

- Hands-on program designed and taught by practicing HR professionals
- Courses use actual business scenarios to teach skills you can apply directly to your workplace
- Day and Evening courses
- Our flexible program requires no formal application and allows you to choose electives from a range of subject areas to customize your certificate to your career needs.
- Our program is offered on your schedule: start any quarter

## ATTEND A FREE INFORMATION SESSION

Meet with staff for an overview of the program, entrance requirements, the courses that best meet your career goals, and how to get started.

Find out more at [www.gotobcc.com/ce/hr](http://www.gotobcc.com/ce/hr)

## CONTINUING EDUCATION

## Human Resources Management Certificate Program

Real world skills for today's workplace.



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The use of the HRCI 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.  
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## HUMAN RESOURCES MANAGEMENT COURSES

### Human Resources Fundamentals

Obtain a broad overview of the human resources management field. Learn about the major areas of HR: employment law, benefits and compensation, staffing, talent management, risk management, and employee relations. You'll also discover the competencies needed to succeed in the HR field. This class is the recommended starting point for all HR Management Certificate Program participants.

### Recruiting and Retaining a Talented Workforce

How do you find talented employees and keep them working with you and not your competitors? Take a step-by-step approach through the hiring process: advertising (both online and print), sourcing, screening, interviewing, reference checking, extending offers, and orienting new employees. Practice some of the techniques in class. Gain innovative retention strategies, as well as time-honored methods of keeping staff happy and productive.

### Compensation Basics

Learn how to pay your employees appropriately, and motivate and retain them within budget. Explore methods to properly pay your workers in a cost-effective, competitive, equitable, and legal manner. Examine compensation philosophy, strategy, and current practices including legal issues, base pay plans, incentive and sales compensation, and executive pay issues. Strategize establishment of a base compensation plan for your company.

## ELECTIVES

### Advanced Compensation

This course is designed to apply objectives, principles, regulations, and terminology gained in the Compensation Basics class to learn to design an organization's compensation plan from start to completion. Through this hands-on class, students will learn to identify key steps in the design process, analyze organizational needs, translate those needs into compensation strategies, and develop a program that supports the organizational goals. Team case studies are used throughout the advanced compensation class, which will illustrate each step in the process of designing a compensation plan. Students will come away with a completed compensation packet and learn about how other teams with different case studies put together their compensation plans. Prerequisite: Basic Excel Skills, and successful completion of the Compensation Basics class or equivalent experience.

### Advanced Employment Law

Utilizing practical scenarios and case studies, this course uses the information learned in Introduction to Employment Law to give you a greater understanding of the legal principles that govern the employee/employer relationship. Prerequisite: Introduction to Employment Law or equivalent experience.

### Ethics and HR

HR professionals regularly face complex ethical situations. In this course, examine ethical issues that are specifically related to HR practices. Through readings, mini-lectures, case studies, and lively discussions, learn to navigate the gray areas in HR so that you can "do the right thing."

### Dealing with Discord: the Manager as Mediator

Unresolved tension between employees can undermine productivity, morale, and teamwork--and may escalate into costly turnover or legal action. Prevent the high cost of employee conflict by learning a powerful and effective 4-step/3-skill process that managers or team leaders can use to facilitate a resolution to any ongoing dispute between staff members.

### Benefit Basics

Benefits are an important, but often complicated, facet of human resources; one employee's ideal benefits package may be unattractive to another employee. Gain an understanding of the essential elements of benefits packages, including mandatory benefits and differences between voluntary and regulated benefit plans.

### Introduction to Employment Law

The class will cover an overview of federal employment laws, the rights they confer on employees, and the corresponding responsibility on employers, as well as the processes involved in enforcing these rights and respective responsibilities. In addition to an overview and analysis of the federal employment laws, the class will provide real case studies to provide students with an understanding of how the laws apply to each stage of employment and how such application translates to real employment settings.

### HR Systems and Metrics

This course introduces you to the fundamentals of human resource information systems (HRIS) and HR metrics. It provides an overview of HRIS and the steps involved in selecting and implementing a system. It also provides strategies to leverage HR metrics and how to calculate them to link HR practices to achieving bottom-line business objectives. Prerequisite: Basic computer skills.

### Accounting Overview for Non-Accountants

Don't be baffled by "accounting-speak." Whether you are a new manager or just want to understand accounting better, this course is for you! Receive a hands-on introduction to financial and managerial accounting. Learn the accounting equation, accounting techniques, budgeting, terminology, and general accounting processes.

### Principles of Project Management

This foundation course examines the project management framework, key terminology, project management context, project management processes, the project life cycle, and organizational designs. This course emphasizes tools and techniques that are critical during the initiating process. Obtain hands-on practice such as reviewing a Statement of Work, identifying stakeholders, and conducting business case analysis.

### Understanding Budgets

As a manager, you don't need to know how to do high-level accounting, but you do need to understand where the figures come from and what they mean. Understanding the budget process will improve your decision-making intelligence, provide product strategy analysis, and enable you to present budgets to senior management. Learn to analyze financial statements and use ratios to analyze the performance of profit centers and cost information.

### Coaching Skills for Leaders

Learn and practice the leadership skills essential in helping others realize their full potential. Through presentation, discussion, and group activities, this course addresses coaching and performance management, what it takes to be a good coach, effective communication, and coaching competencies.

### Performance Management and Employee Relations

Ensuring maximum performance from the most valuable asset of the organization—its employees—is the role of effective performance management systems and the focus of this class. Starting with the hiring decision and onboarding techniques, this class focuses on how to establish the foundation for achieving optimum individual performance which will drive organizational performance. Students will develop a checklist for onboarding, practice defining performance standards using the SMART process, evaluate performance evaluation methods, and design a format for conducting evaluation meetings. Effective employee relations techniques are also included in this class. Prerequisite: Successful completion of Human Resources Fundamentals class or equivalent experience

### Human Resources Certificate Capstone

The Human Resources Management Certificate Program culminates in a Capstone project which gives participants the opportunity to demonstrate mastery of certificate program objectives. The capstone project will require students to design an HR strategy covering all the major disciplines within HR. Using actual workplace situations, learn to handle the same problems HR professionals encounter every day. Find out how state and federal laws, and organizational policies, politics, and practices can affect your decision process. Learn practical, real-world skills that you can apply to your own workplace. Prerequisites: Successful completion of all required courses.



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