



The Essentials of Human Resource Management

Certificate: NIACC

Continuing Education

**Non-Credit
18 Hour**

Contact:

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Program Description

Be prepared to handle daily HR challenges. This cost-effective course covers real-life HR issues. The SHRM Essentials of Human Resource Management Certificate Program is an introductory course offering an overview of the human resource function. If you're new to human resources or simply want to strengthen your employee management skills, this program is for you. Essentials is designed for entry-level HR professionals, small business owners responsible for the HR function in their companies and people looking into HR as a career-change possibility.

Curriculum

Module 1: Resource Management
Module 2: Employment Law
Module 3: Recruitment and Selection
Module 4: Compensation and Benefits
Module 5: Employee Development
Module 6: Performance Management

Program Fees

Tuition & Fees	\$399
Books	
Other fees	
Total	\$399

Admission Requirements

No requirements.

Career Potential

This course will start to prepare a person for a career as HR specialist, HR generalist, office manager, staffing specialist, small business owner, executive assistant, HR administrator, admissions counselor, manager, recruiter, trainer, and administrative assistant. For more information about job potential or the career in Human Resources, go to the Society of Human Resource Management website at www.shrm.org