

*Enhance your skills
Change your career direction
Add to your expertise*



**VISIT WWW.CLN.IUPUI.EDU
AND CLICK THE COURSE CATALOG.**

About IUPUI

Indiana University – Purdue University Indianapolis (IUPUI) is Indiana's most comprehensive university campus. IUPUI was formed in 1969, but several programs have provided Central Indiana with quality education and services for much of the century. IUPUI is a premier urban institution and offers students courses year round at times during days, evenings and weekends that meet the demanding schedules of adult learners.



WHERE **IMPACT** IS MADE

About Community Learning Network

The IUPUI Community Learning Network provides hundreds of continuing education classes and serves over 7,000 learners annually in Central Indiana with more than 15 certificate programs.

Continuing Education Programs

IUPUI COMMUNITY LEARNING NETWORK

620 Union Drive, Room 142

Indianapolis, IN 46202

Phone: (317) 278-7600

Fax: (317) 274-2638

Online: www.cln.iupui.edu

*For information about additional certificate programs,
please visit us online or call our offices.*

IUPUI | COMMUNITY LEARNING NETWORK

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

Human Resources Management

Certificate Program



**YOUR LIFELONG
LEARNING CONNECTION**

IUPUI | COMMUNITY LEARNING NETWORK

INDIANA UNIVERSITY-PURDUE UNIVERSITY
INDIANAPOLIS

Human Resources Management

Every company needs human resources! Do you like matching people with the right job? Do you want to know about OSHA and EPA regulations? Would you be able to spot potential employee relation problems? Do you enjoy helping others reach their goals? Make a difference by knowing how to establish an effective emergency action plan! IUPUI courses give you the competitive edge needed to find your niche in this growing field. The program provides a well-rounded base for beginners and in-depth study for intermediate students. In as little as one year, you can launch your career in human resources.



Fees and Enrollment

The one-time Certificate Program Fee of \$35.00 is due upon registration. Learner must pay individual course fees or additional fees listed during website registration.

Refer to course numbers listed in the catalog.

Core Courses

Learners are required to complete four (4) of the following core courses plus two (2) additional courses listed in either the Business and/or Computer sections of the catalog. *Refer to certificate #CERT99F03.*

INTRODUCTION TO HUMAN RESOURCES

You like people, you're a good decision maker and you love a challenge. You're ready to take these qualities and move into the field of HR management. Let this class teach you the basics of managing a company's most valuable resource — its people.

INTRODUCTION TO EMPLOYEE BENEFITS

Benefits are crucial to attracting and retaining a quality workforce. This introduction will give you a general overview of employee benefits, including monetary/non-monetary benefits, medical/health related benefits, and traditional and nontraditional benefits, such as flexible schedules. Come to this class and learn more.

SAFETY MANAGEMENT*

RECRUITMENT, INTERVIEWING & SELECTION*

AFFIRMATIVE ACTION/EEO REGULATIONS*

COMPENSATION*

* CLASSES ROTATE AND ARE NOT OFFERED EVERY TERM

Certificate Requirements

Learners must attend a minimum of 75% of class sessions for each individual class. Learners will receive Continuing Education Unit certificates after the successful completion of each class. Final certificate will be awarded to learners in good standing *only* after completion of all classes.

HRM: ORGANIZATIONAL SKILLS

Do you feel no matter how hard you try, there's always one more bit of information that needs to be organized? Payroll, medical information, reference checks, I-9 forms, worker's compensation reports, benefits information, resumes, training records — where does it all go and how do you get it there? This course examines the enormous amount of paperwork the HR professional must handle, and it teaches you how to organize it all. Paperwork requirements as well as organizational ideas and systems will be presented. Keep a clean HR house by completing this fun and informative class.

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TO ENROLL.**

