

HUMAN RESOURCES (HR)

HR400: 🌐 Employment and Staffing

In this course, you will examine the human resource functions of employee recruitment, selection, and retention. The course focuses on building interviewing and employee selection skills and addresses the topics of attracting and retaining employees, recruitment methods, job analysis, employment testing, and background checks. The course also includes an overview of employment-related laws and covers techniques for employee orientation and onboarding.

Quarter Credit Hours: 6 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR400M1: Recruiting and Interviewing Employees

Plan the steps involved with the recruitment and interview process.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR400M2: Employment-Related Laws

Identify employment-related laws organizations must comply with when hiring.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR400M3: Interview Questions and Candidate Analysis

Analyze candidates through the use of interview questions.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR400M4: Employment Tools and Documentation

Assess how employment tools and documentation are used for employee selection.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR400M5: New Employee Orientation

Develop an orientation plan to use when onboarding new employees.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR400M6: Employee Recruitment and Retention Factors

Examine the factors that influence employee recruitment and retention.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR410: Employee Training and Development

This course focuses on issues related to employee training and employee development. Focus is given to how an organization's business strategy provides guidance for employee training and development. In addition, each step in the development of a training and development program is reviewed: needs assessment, transfer of learning, program design, and program evaluation. Special attention is given to the use of technology in training and development, professional organizations involved with training and development, career and management development, and global dimensions of training and development.

Quarter Credit Hours: 6 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR420: Employment Law

This course focuses on the issues related to federal statutes that affect the human resources function. Among topics addressed are employment relationships and procedures, employment discrimination, and employment regulations. Some specific issues covered in the course are EEO, affirmative action, OSHA, employee privacy, and wrongful discharge.

Quarter Credit Hours: 6 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR435: Compensation

This course examines different methods for developing a compensation strategy and the use of compensation strategies for motivating and rewarding employee performance. Compensation and reward systems are important tools that are used to motivate employees and to gain employee commitment to a company's mission. Methods of determining the relative value of jobs, in relation to compensation, are also examined. This course covers how to assess and diagnose compensation issues and how to develop appropriate solutions. In addition, students analyze the role of the government and identify methods for managing compensation structures.

Quarter Credit Hours: 6 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485: 🌐 Strategic Human Resource Management

This course focuses on a strategic approach to human resource management and the strategies for achieving organizational goals. You will learn the elements that support human resource strategies and how to positively impact organizational performance. You will also gain expertise in human resource analytics and how to lead through organizational change. A key emphasis of the course is how human resource decisions advance the strategies of an organization.

Quarter Credit Hours: 6 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485M1: Human Resource Strategy

Define the elements that support a human resources strategy.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485M2: Strategic Human Resource Management

Explain a strategic approach to human resource management.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485M3: Organizational Performance

Illustrate the factors that affect an organization's performance.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485M4: Organizational Change

Analyze the strategies for leading organizational change.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485M5: Human Resource Metrics

Interpret human resource metrics.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate

HR485M6: Strategic Human Resource Decisions

Assess how strategic human resource decisions advance the strategies of an organization.

Quarter Credit Hours: 1 | Prerequisite: MT203 or enrollment in the Human Resources Postbaccalaureate Certificate