

Program Description:

Stay up-to-date with emerging trends and regulations in human resources. Whether you are a seasoned human resource professional or you are just entering the field, UNLV has courses to expand your understanding of current, relevant issues. Course offerings will provide you with tools needed to demonstrate a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses are developed through consultation with human resource management professionals, human resource consultants, and business leaders.

Prerequisites and Admissions Requirements:

High School Diploma or GED

Program Learning Outcomes:

- Students will be able to define human resource management and explain the roles and responsibilities of human resource professionals.
- Students will be able to explain the key provisions of legislation that affects HR employment Law activities.
- Students will be able to evaluate recruitment methods and their effectiveness in addition to understanding the interview and selection process.
- Students will be able to explain the basic elements of a compensation system and benefits commonly offered by employers.
- Students will be able to explain training strategies, professional development tools and the evaluation process for employee development.
- Students will be able to identify best practices using performance management techniques to evaluate and discipline employees.

Program Requirements:

To earn the Human Resource Management Certificate you must successfully complete the core course plus an additional 2.4 CEUs of elective courses. To earn the Advanced Human Resource Management Certificate you must successfully complete the core course plus an additional 6 CEUs of elective courses.

Required Courses for All:

- Essentials of HR Management (CP6113)

Elective Courses:

- ABCs of Strategic Thinking (CP6166)
- Best Practices in Employee Retention & Engagement (CP6107)
- Build Your Personal Brand, Resume, and Interviewing Skills (CP6195)
- Communication Strategies: Essential Skills for First-Time Managers or Supervisors (CP6177)
- Conflict Management: Tools for Organizational Success (CP6191)
- Developing a Successful Performance Management Program (CP6173)
- Employee Learning & Development (CP6147)
- Federal Employment Law: Labor-Management Relations (CP6129)
- Federal Employment Law: Employment Discrimination (CP6133)
- Federal Employment Law: Wage & Hour (CP6106)
- Federal Employment Law: Background Checks, Safety, Immigration, & More (CP6109)
- Fostering a Diverse & Inclusive Workplace (CP6301)
- Interviewing Skills for Hiring Teams (CP6187)
- Leading People Through Change (CP6159)
- Managing in a Multi-Generational Workplace (CP6185)
- Managing & Responding to Poor Employee Performance (CP6125)
- Managing Organizational Change (CP6304)

- Nevada Employment NRS 607-612 (CP6144)
- Nevada Employment Law NRS 613-615 (CP6145)
- Nevada Employment Law NRS 6161A-618 (CP6146)
- Organizational Climate & Cultural Assessment (CP6156)
- Resilience & Wellbeing in the Workplace (CP6149)
- Strategic Human Resources (CP6117)
- Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals (CP6148)
- Succession Planning (CP6175)
- Turning Managers into Leaders (CP6119)
- What the EEOC Expects From Employers (CP6121)
- Workplace Investigations (CP6105)

About This Program:

The Human Resource Management program is designed to meet the needs of Southern Nevada for a prepared and educated workforce in the field of human resource management. This entry level program provides an opportunity for members of the community interested in pursuing a career in human resource management.