



HUMAN RESOURCES PROFESSIONAL - ONLINE

ONLINE HUMAN RESOURCES PROFESSIONAL TRAINING

HUMAN CAPITAL IS THE SINGLE MOST IMPORTANT ASSET IN ANY BUSINESS AND HUMAN RESOURCES PROFESSIONALS ARE CHARGED WITH PROTECTING THESE ASSETS.

THIS 100% ONLINE TRAINING COURSE WILL PREPARE YOU FOR THE PROFESSIONAL IN HUMAN RESOURCES (PHR) CERTIFICATION EXAM OFFERED BY THE HUMAN RESOURCE CERTIFICATION INSTITUTE (HRCI). YOU WILL BE FULLY EQUIPPED TO ADVANCE YOUR CAREER AS A CERTIFIED PHR IN ONLY 6 MONTHS.

JOB OUTLOOK FOR HUMAN RESOURCES PROFESSIONALS

THE BUREAU OF LABOR STATISTICS ESTIMATES A 5% JOB GROWTH FOR HUMAN RESOURCES SPECIALISTS AND A SLIGHTLY HIGHER RATE OF GROWTH FOR THOSE IN MANAGEMENT ROLES.

THIS WILL EQUAL AN ADDITIONAL 33,000 JOB OPENINGS OVER THE NEXT 8 YEARS. THE MEDIAN SALARY FOR THOSE IN A HUMAN RESOURCES SPECIALIST POSITION IS NEARLY \$62,000 WITH TOP EARNERS MAKING MORE THAN \$105,000 ANNUALLY.



**ALL COURSES HELD
ONLINE**

FOR INFORMATION VISIT:

lcc.edu/jtc/career-training

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information.



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COURSE OBJECTIVES

- BE FULLY PREPARED FOR THE PROFESSIONAL IN HUMAN RESOURCES CERTIFICATION FROM HRCI
- UNDERSTAND HUMAN RESOURCES PRACTICES, VALUABLE SKILLS RELATED TO RECRUITMENT AND TRAINING
- GAIN FOUNDATIONAL KNOWLEDGE OF EMPLOYMENT LAWS AND REGULATIONS
- DEVELOP RETENTION INITIATIVES AND BEST PRACTICES FOR STRATEGIC DECISION MAKING

CURRICULUM

1. INTRODUCTION TO HUMAN RESOURCES
 2. HR'S ROLE IN STRATEGY
 3. RECRUITING AND HIRING EMPLOYEES
 4. TRAINING PROGRAMS
 5. COMPENSATION AND BENEFITS
 6. EMPLOYEE HEALTH AND SAFETY
 7. THE LEGAL ENVIRONMENT
 8. MAKING HR DECISIONS
 9. AFFIRMATIVE ACTION
 10. DIVERSITY
 11. EMPLOYEE RIGHTS AND DISCIPLINE
 12. TERMINATION
 13. INVESTIGATIONS
 14. MANAGING LABOR RELATIONS
 15. CREATING A HIGH-PERFORMANCE WORKPLACE
 16. GLOBAL HUMAN RESOURCES
 17. RETENTION
 18. MOTIVATION, REWARDS, AND RECOGNITION
 19. PREPARING FOR THE PHR EXAM
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COURSE FREQUENTLY ASKED QUESTIONS



DO YOU NEED A CERTIFICATION TO WORK AS A HUMAN RESOURCES SPECIALIST?

WHILE A CERTIFICATION IS NOT REQUIRED TO WORK AS A HUMAN RESOURCES SPECIALIST, THE PROFESSIONAL IN HUMAN RESOURCES (PHR) CERTIFICATION IS ONE OF THE MOST WIDELY KNOWN AND MOST RESPECTED CREDENTIALS IN THE FIELD OF HUMAN RESOURCES. IT IS ALSO A REQUIREMENT BY MOST EMPLOYERS BEFORE YOU WILL BE CONSIDERED FOR HIGHER-LEVEL HUMAN RESOURCES ROLES.

DOES THIS COURSE PREPARE ME FOR CERTIFICATION?

YES. THIS HUMAN RESOURCES PROFESSIONAL TRAINING COURSE WILL PREPARE YOU FOR THE PROFESSIONAL IN HUMAN RESOURCES (PHR) EXAM OFFERED BY THE HUMAN RESOURCES CERTIFICATION INSTITUTE (HRCI). ACCORDING TO PAYSACLE.COM, THOSE WHO HAVE PHR CERTIFICATION GET PROMOTED FASTER AND HAVE A MEDIAN SALARY THAT IS \$20,000 HIGHER THAN THOSE WHO DO NOT.

IS HUMAN RESOURCES A GOOD CAREER?

ABSOLUTELY. EVERY ORGANIZATION, LARGE OR SMALL, NEEDS SOMEONE WHO CAN HELP THEM WITH EMPLOYEE RELATIONS. A CAREER IN HUMAN RESOURCES CAN BE WHATEVER YOU MAKE IT. THERE ARE DOZENS AND DOZENS OF SPECIALTIES AND CAREER PATHS TO FIT ALMOST ANYONE INTERESTED IN HELPING OTHERS WHILE IMPROVING RELATIONS BETWEEN EMPLOYERS AND EMPLOYEES.

ARE THERE ANY PREREQUISITES OR REQUIREMENTS?

THERE ARE NO SPECIFIC PREREQUISITES FOR TAKING THIS COURSE. HOWEVER, HRCI REQUIRES THAT YOU MEET ONE OF THE FOLLOWING CRITERIA IN ORDER TO SIT FOR PHR CERTIFICATION:

- **MASTER'S DEGREE OR HIGHER = 1 YEAR OF WORK EXPERIENCE IN A PROFESSIONAL-LEVEL HR ROLE**
- **BACHELOR'S DEGREE = 2 YEARS OF WORK EXPERIENCE IN A PROFESSIONAL-LEVEL HR ROLE**
- **ANYTHING LESS THAN A BACHELOR'S DEGREE = 4 YEARS OF WORK EXPERIENCE IN A PROFESSIONAL-LEVEL HR ROLE**

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