



## 6 Easy Ways to Register



### ONLINE

ce.unm.edu



### EMAIL

ceregistration@unm.edu



### PHONE

505-277-0077 Option 1  
M-F, 8:00am-5:00pm  
Most credit cards accepted.



### MAIL

UNM Continuing Education  
Attn: Registration  
MSC07 4030  
1 University of New Mexico  
Albuquerque, NM 87131-0001



### FAX

505-277-1990  
Fax/Mail instructions:  
see website.



### IN PERSON

M-F, 8:00am-5:00pm  
UNM Continuing Education  
1634 University Blvd. NE  
South Building, Room 101  
(just north of Indian School)

### Tuition Remission Benefit

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes.



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EDUCATION**

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## Human Resources Professional-Online

This program will prepare you for a career as a Human Resources professional. Additionally, you can prepare to take the PHR, Professional in Human Resources certification exam with HRCI (Human Resource Certification Institute) as the certifying body.

In this program, you'll explore everything from the basics of HR to specific areas such as planning and strategizing, human resource laws, hiring disciplines, and labor relations. You'll also obtain a reference manual of HR documents. By the time you're done, you'll be fully prepared to begin your career in this exciting and challenging field. You will even receive instruction and insight on how to obtain an internship or externship upon the completion of the program.

### Objectives:

**Upon successful completion of the Human Resources Professional program, you will be able to do the following:**

- Have a fundamental understanding of the skills and duties necessary for success as a Human Resources Professional
- Contribute in planning a company's strategy
- Handle recruitment and selection processes from interviewing through orientation
- Explain the importance of performance appraisals as well as the different performance appraisal methods used
- Discuss the steps in the training process as well as the different types of training techniques
- Explain the strategic decisions that affect compensation as well as the different job evaluation methods

**You will also have an understanding of the following:**

- Different benefit programs and legal issues surrounding benefits
- OSHA and employee health and safety
- Human Resource laws and Equal Employment Opportunity
- Regulatory reporting documents, such as the Affirmative Action Plan and the EEO-1 Report
- Human Resource Planning
- Job analysis processes
- Diversity in the workplace and the impact diversity has on organizations
- The role of unions in organizations
- Wrongful discharge and discharges that violate public policy
- Global human resources, global staffing, and international Human Resource functions
- Retention strategies and practices in human resources
- The difference between tangible and intangible rewards

**In addition, you will be fully prepared to take the PHR exam, with HRCI as the certifying body.**

**Note:** To take this certification exam, you must have a bachelor's or master's degree in a business-related field or have at least four years of experience in the HR field. See [hrci.org/our-programs/our-certifications/phr](http://hrci.org/our-programs/our-certifications/phr).

This program is offered through our partner, Ed2Go Careers. When you register you receive an initial six (6) months to complete this program.

Self-paced Online

For: 120 hours

\$1,795

Ed2Go Career Training Center Professional Instructor