

## Career Development Department

### Human Resources Management

Learners expect to spend many years working in various organizations holding both subordinate and managerial posts. An understanding of how to manage others effectively in the work place is indispensable for all organizations that produce or provide services. The Foundation Certificate in Human Resources introduces learners to key areas and issues in human resource management. This qualifies the learners to pursue a Career Certificate in Human Resources, during which they further develop human resource management themes by studying a variety of approaches and disciplines to expand an understanding of people's behaviors at work and how they have an impact on maximizing organizational output and achieving strategic goals.

#### **Admission Requirements:**

1. Applicants must obtain the score for level ENGGB1A on the SEPT/OEPT.
2. Applicants must have basic computer literacy.

#### Foundation Certificate in Human Resources

Code	Title	CEUs*	Prerequisite (s)
SBHR101	Organizational Behavior	3	None
SBHR102	Recruitment and Selection Management	3	None
SBHR103	Compensation and Benefits Management	3	SBHR101- SBHR102
SBHR104	Employee Relation Management	3	SBHR101- SBHR102

#### Career Certificate in Human Resources

Code	Title	CEUs*	Prerequisite (s)
SBHR105	Learning and Development Management (Talent Management)	3	Foundation Certificate
SBHR106	Performance Management	3	Foundation Certificate
SBHR107	Strategic Human Resources Management	3	Foundation Certificate

\* Continuing Education Unit equals 10 contact hours.

\*\* Learners who completed a foundation certificate or AUC continuing education certificate are required to sit for the SEPT if they dropped out for a period of one year or more from the date of completing the certificate

Trainees are assessed throughout the term by assignments (lesson plans, observation tasks, practical teaching practice and written reflections) and a written exit test. The final grade is therefore an accumulation of continual and achievement assessment for which the minimum accepted score is 70 percent. Final course grades are NOT based on attendance, since in accordance with SCE's attendance policy, learners must attend at least 75 percent of the class sessions in order to be allowed to take the final examination.

School of Continuing Education

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## **Human Resources Management** **Course Description**

### **SBHR101 Organizational Behavior**

This social science course provides the learner with the tools to understand and evaluate individual, group and organizational processes. Topics covered include employees behaviors, attitudes and job satisfaction, emotions and modes, personality and values, perception and individual decision making, motivation concepts, motivation from concepts to applications, understanding work teams, communication, foundations of organization structure, organization change and stress management.

### **SBHR102 Recruitment and Selection Management**

This course provides an in-depth look at the principles, issues and trends affecting recruitment and selection processes. Learners will study human resources planning in order to meet the organization's strategic objectives and the psychological needs of its employees; job analysis to set criteria and measures of evaluation; and employee testing, selection and interviewing to be able to give a job offer and employment to the right candidate .

### **SBHR103 Compensation and Benefits Management**

This course examines how compensation systems are likely to impact productivity, equity and the firm's ability to recruit and keep highly skilled and motivated employees. Topics covered will include compensation and benefit plans, legislation and compensation, surveying market pay and compensation practices, job evaluation and point factor method, designing a base pay structure, measuring and paying for performance, short and long term incentives, benefits and services, and pay delivery administration.

### **SBHR104 Employee Relation Management**

This course covers the essentials of law governing employment. Topics covered include labor law; employment relationship; hiring and firing; wrongful dismissal and just cause; unions and syndicate behavior, structure, government and operation; grievances and arbitration; legal framework and application of health and safety in the workplace.

### **SBHR105 Learning and Development Management (Talent Management)**

This course is a perspective of how training and development fits within the broader context of human resources management. Topics addressed include talent management and people development, aligning training with strategy, linking motivation and performance, needs analysis, training design, development of procedures for evaluating training programs.

### **SBHR106 Performance Management**

Performance management is important to help employees focus on the right track and to drive business results. It is important for organizations to have an effective performance management system that equips and energizes employees to take responsibility for their performance and achieve superior results. Topics covered include defining performance management, choosing a measurement approach, procedures for measuring results and behavior, as well as setting a clear and defined communication system to manage both individual and team progress.

### **SBHR107 Strategic Human Resources Management**

As the economy becomes more oriented toward knowledge-based work and organizations increasingly recognize that people truly are a major source of competitive advantage, decisions are made based on the coordination of strategic plans and human resources needs. This course will provide the knowledge and skills needed to internationalize business. Topics covered will include the role of strategic human resources management, the role of organizational structure, strategic human resources planning, strategic recruitment and selection, strategic development, strategic reward management, downsizing, proactive strategy or reactive workforce reduction and strategy evaluation.