

PASSAIC COUNTY COMMUNITY COLLEGE

Continuing Education

Fundamentals of Human Resource Management (18 hours)*

June 7-July 12

PCCC Public Safety Academy

300 Oldham Road, Wayne NJ

The Fundamentals of Human Resource Management program is an introductory-level course offering an overview of the human resource function. This program is designed for people new to HR, those who want to strengthen their employee management skills, or employees looking to increase opportunities for career advancement.

Learn how to limit your company's exposure to HR-related lawsuits: sexual harassment, age discrimination, or FMLA. This 18-hour program provides participants the opportunity to earn CEU's and a Certificate of Completion. This program covers some of today's most timely HR issues.

Participants will learn how to:

- Review key pieces of federal legislation on sexual harassment, age discrimination and the Family and Medical Leave Act (FMLA).
- Explore the role of the Equal Employment Opportunity Commission (EEOC) and understand its investigation process.
- Improve employee recruitment and selection while avoiding legal pitfalls.
- Evaluate the methods of employee compensation and benefits.
- Understand the importance of effective communication, adverse impact calculations and performance appraisals.

Course #: NHR 100 PS1

Cost: \$195

Materials/Book Fee: \$ 20

Dates: M, June 7 - July 12

Time: 6:00 – 9:00 pm

Place: PSA, 125

TO REGISTER, CALL 973-684-6153

*Offered in cooperation with Fairleigh Dickinson University.