

JCCC CONTINUING EDUCATION

Human Resources



**JOHNSON COUNTY
COMMUNITY COLLEGE**
CONTINUING EDUCATION

EVERYTHING YOU NEED for HR certification
including preparation courses for both the
PHR/SPHR and the new SHRM-CP/SHRM-SCP

FALL 2019

SEPTEMBER–DECEMBER

REGISTER TODAY! Visit jccc.edu/ce or call 913-469-2323.

HRCP Program for PHR and SPHR Certification Preparation



The Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) credential is held by more than 135,000 HR professionals in more than 100 countries. Holding this credential demonstrates to your employers, clients, staff and professional peers your relevance, competence, experience, credibility and dedication to human resources.

The Human Resource Certification Preparation (HRCP) program curriculum covers the entire HRCI Body of Knowledge and includes application exercises to develop specific competencies and decision-making skills.

SHRM Testing

Who should register:

- ▶ Individuals seeking PHR or SPHR certification
- ▶ Individuals may sit for the exam if they meet the requirements outlined at hrci.org

The exam is given by HRCI and is separate from this course.

Benefits for you:

- ▶ An experienced, certified instructor who explains the concepts and applies them to your industry
- ▶ A structured learning experience that keeps you on track
- ▶ Opportunities to network and share real-world experiences with other HR professionals

Course topics covered:

- ▶ Business management and strategy
- ▶ Workforce planning and employment
- ▶ Human resource development
- ▶ Compensation and benefits
- ▶ Employee and labor relations
- ▶ Risk management

Course options:

39 contact hours/\$1,199

HR-050-7

M	Sep. 9–Dec. 16	6–9 p.m.
	<i>Class will not meet Oct. 14 and 21.</i>	
	Carlsen Center 232	Loretta Summers

Includes the full HRCP program materials and all online access. The fee does not include the registration for the actual examinations.



Loretta is amazing. She has a unique ability to connect with her students through her history in HR.

Caeleb I.

SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation



Earning your SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success.

- ▶ Built on one singular Body of Competency and Knowledge (SHRM BoCK™) designed to elevate the HR profession around the world
- ▶ Tests the HR professional's competency – the ability to put that knowledge to work through critical thinking and application
- ▶ Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results

Who should register:

- ▶ HR professionals qualified under SHRM requirements for SHRM-CP and SHRM-SCP certification who are preparing for the exam – for eligibility requirements visit shrmcertification.org
- ▶ Individuals who want advanced education and training for a successful HR career
- ▶ HR professionals wanting a broader education or to update their HR knowledge
- ▶ HR professionals who want to enhance their marketability by gaining current HR knowledge

Key knowledge domains covered:

- ▶ HR Competencies – leadership, ethics, evaluation, communication
- ▶ People – talent acquisition, engagement, development, rewards
- ▶ Organization – effectiveness, management, employee relations, data
- ▶ Workforce – diversity, risk management, social responsibility, law
- ▶ Strategy

Course options:

39 contact hours/\$1,199

HR-005-5

Tu Sep. 10–Dec. 17 6–9 p.m.
Class will not meet Oct. 15 and 22.
Carlsen Center 232 Loretta Summers

Includes the full SHRM Learning System® materials and all online access. The fee does not include the registration for the actual examinations.



Ms. Summers did an excellent job of breaking down the information and making sure we understood.

Janice W.

Register online
jccc.edu/ce
or call 913-469-2323

SHRM Essentials® of Human Resources

Designed as a thorough introduction to HR basics, the SHRM Essentials® of Human Resources course provides a solid foundation in human resource management, and is effective training across multiple job responsibilities and career paths.



Who should register:

- ▶ New and junior HR practitioners who need to increase their knowledge base
- ▶ Small business owners or office managers who perform the HR function for their company
- ▶ Business managers who want to learn basic HR best practices to avoid costly litigation
- ▶ New or experienced managers interested in learning more about employee management skills
- ▶ Representatives selling or supporting HR systems and services
- ▶ Job seekers who are investigating HR as a new career option or want to have HR as a skill for future positions

Benefits for you:

- ▶ Attain knowledge and practical HR skills to effectively approach challenging HR issues
- ▶ Gain expertise in areas of HR management that are broader than the normal scope of your job
- ▶ Stay up to date on the latest laws and regulations
- ▶ Increase your on-the-job confidence
- ▶ Use the course materials as one comprehensive source of HR information



The instructor is awesome and provides a lot of real world examples which help to understand the concepts. The class discussions are very helpful.

Course content and materials:

Newly updated with the latest HR developments, the program combines print materials with online study tools to provide a blended learning experience.

The Participant's Reference Book includes the printed content of the course. It addresses six key human resource management practices, compiled into one comprehensive coursebook for easy reference.

- 1. Human Resource Management** – Gain a clear understanding of the HR function
- 2. Employment Law** – Enhance your ability to apply key HR legislation
- 3. Recruitment and Selection** – Develop important skills for selecting employees
- 4. Compensation and Benefits** – Learn the key elements of a total compensation system
- 5. Employee Development** – Obtain an understanding of orientation, development and training
- 6. Performance Management** – Discover the purpose and process for performance evaluation

Course options:

16 contact hours/\$499

HR-001-10

WTh Nov. 13–14 8 a.m.–5 p.m.
Regnier Center 157 Loretta Summers

JCCC is dedicated to providing training that supports our local workforce.

Let us know if there are courses or topics you would like us to bring to your workplace.

We are happy to customize training to your needs.



HRCI Testing

HR Certification Institute® (HRCI) now offers year-round testing. Both the PHR and SPHR exams are available on any day of the year. Visit hrci.org for more information.

SHRM Testing

The Society for Human Resource Management (SHRM) will continue to have a spring exam window of May 1 to July 15 and a winter exam window of Dec. 1 to Feb. 15. Visit shrm.org/certification for information.

LEARN
ONLINE



STAY ON
COURSE

Human Resources ONLINE COURSES

Employment Law

HIPAA Compliance

Understanding the HR Function

Workers' Compensation

FOR MORE INFORMATION AND TO REGISTER

JCCC.EDU/CE/ONLINE



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Human Resources

SEPTEMBER–DECEMBER 2019

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 **913-469-2323**

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