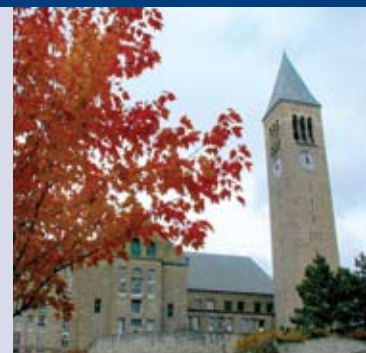


Cornell University

Founded 1865

Human Resources Certificate Programs



Get Your Human Resources Certificate from Cornell University

In today's business climate, continued education and advanced degrees are required to promote career growth. Many busy adults struggle to balance life, work, school, and their related challenges. The College Network (TCN) partners with educational institutions like eCornell, a subsidiary of Cornell University, to provide programs that can enhance your career without sacrificing your work-life balance.

More than 85,000 working professionals have relied on The College Network to advance their education. TCN and eCornell's online Professional Certificate programs make it possible to build your expertise using the convenience of the Internet.

Earn an Ivy League credential in as little as 12 weeks!

Now—wherever you are located—you can train to the highest professional standards with online courses through eCornell.

These online programs focus on delivering the expertise you need to improve your performance, add greater value to your organization, and ultimately advance your career. Now you can learn anytime, anywhere—whenever and wherever it's convenient. All you need is a computer and a connection to the Internet. This is the finest professional training available, taught from the same curriculum available to in-class students at Cornell University.

A Cornell faculty member who is a recognized authority on the subject has designed each of the courses. While students learn on their own, they can also interact with an instructor through e-mail, chat rooms, and discussion boards.

Many of America's leading companies are turning to eCornell to help meet their training needs. Companies such as IBM, United Technologies, Bayer, CompUSA, Pitney Bowes, and Capital One are just a few of the organizations who train their employees with eCornell. You too can learn with the best to be your best. Take your career to new heights by adding an Ivy League credential to your resumé.



Human Resources Certificate Programs

- *Human Resources*
- *Employee Relations*
- *Interviewing and Selection*
- *Performance Management*
- *Managing Productivity*
- *Benefits and Compensation*
- *Systems and Processes in Human Resources*
- *Managing Performance*
- *Selection and Staffing*





Human Resources Certificates

eCornell's Human Resources Certificate programs provide working professionals with the knowledge they need to improve their performance, add greater value to their organization, and advance their career. These programs are ideal for any individual interested in learning more about the field of human resources, new managers seeking management development opportunities, and seasoned managers who want to further develop their knowledge and skills.

eCornell provides a wide variety of HR certificate options. The Human Resources Certificate addresses fundamental issues related to employment law, employee benefits, employee relations, compensation, selection and staffing, and performance management and appraisal. Certificates focused on specialized topic areas, including employee relations, performance management, and systems and processes in HR are also offered.

Each year, thousands of professionals sharpen their skills, develop new skills, and enhance their knowledge of the HR field through Cornell's School of Industrial and Labor Relations (ILR). eCornell has partnered closely with ILR to adapt its renowned Human Resources Studies Certificate Series for convenient online delivery.

Program Overview

12 courses are required for the comprehensive Human Resources Certificate; 6 courses are required for other individual Human Resources certificates. The comprehensive Human Resources Certificate takes up to 24 weeks to complete; all other certificates take up to 12 weeks to complete. Average time spent per course is 6 hours.

Audience

This program is appropriate for employees, managers, and executives at all levels in an organization who are seeking to obtain a richer, deeper understanding of human resources policies and practices from a leading Ivy League institution.

Accreditation

Participants who successfully complete all required courses for their program will receive a certificate from Cornell University's School of Industrial and Labor Relations. If a participant earning multiple certificates has already completed courses required for the additional certificate(s), the duplicate courses will not need to be repeated.

Certificate Programs

Human Resources

The comprehensive Human Resources Certificate explores the best practices used within the workplace to manage people on a daily basis and plan for organizational transformation. This certificate also maps employment practices and policies with regard to their legal ramifications.

Courses

ILHR501: Issues and Concepts in Equal Employment Opportunities Law

ILHR502: Employment Laws for the HR Professional

ILHR505: Organizational Culture and Work/Life Balance

ILHR 506: Communicating, Coaching, and Counseling for Improved Performance

ILHR509: Selection and Staffing: The Selection Process

ILHR510: Selection and Staffing: The Staffing Process

ILHR503: Fundamentals of Retirement Benefits

ILHR504: Fundamentals of Welfare and Flexible Benefits

ILHR507: Applying a Compensation Model: Internal and Legal Considerations

ILHR508: Expanding the Communication Model: External and Structural Considerations

ILHR511: Assessing, Designing, and Implementing Performance Management Systems

ILHR512: Achieving Year-Round Performance Management and Appraisal

Employee Relations

This certificate teaches participants how to create a more positive working environment through initiatives that help establish work/life balance for employees while maintaining the organization's efficiency. Participants will examine situations from legal, organizational, and cultural contexts and learn strategies for effective communication.

Courses

| | |
|---|--|
| ILRHR501: Issues and Concepts in Equal Employment Opportunities Law | ILRHR506: Communicating, Coaching, and Counseling for Improved Performance |
| ILRHR502: Employment Laws for the HR Professional | ILRMD509: The Impact of Personality Styles on Communication |
| ILRHR505: Organizational Culture and Work/Life Balance | ILRMD510: Managing Communication Challenges |

Interviewing and Selection

The Interviewing and Selection Certificate helps participants assess their communication skills and develop an unbiased interviewing style that allows for honest assessment of candidates. This certificate also discusses legal issues associated with the hiring process.

Courses

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| ILRMD501: Selection Requirements and Communication Skills for Interviewing | ILRMD506: Preventing and Addressing Inappropriate Workplace Behaviors |
| ILRMD502: Legal and Unbiased Interviewing and Selection | ILRMD509: The Impact of Personality Styles on Communication |
| ILRMD505: Legal Issues in the Workplace | ILRMD510: Managing Communication Challenges |

Performance Management

Participants will explore strategies for effectively managing employees, improving employee performance, and communicating in ways that lead an organization to its goals. This certificate also provides methods for determining the most effective type of performance management program for an organization and techniques for bringing the program to life.

Courses

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|---|---|
| ILRHR501: Issues and Concepts in Equal Employment Opportunities Law | ILRHR512: Achieving Year-Round Performance Management and Appraisal |
| ILRHR502: Employment Laws for the HR Professional | ILRMD503: Overcoming Barriers to Successful Management |
| ILRHR511: Assessing, Designing, and Implementing Performance Mgt. Systems | ILRMD504: Leading People to Higher Performance |

Managing Productivity

This certificate teaches successful techniques for prioritizing tasks, managing time effectively, motivating employees to peak performance, and maintaining a healthy and productive work environment. Participants will learn how to improve their interpersonal communication skills so they can approach difficult situations in the workplace in ways that improve morale and increase productivity.

Courses

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|---|--|
| ILRMD503: Overcoming Barriers to Successful Management | ILRMD508: Manage People Issues to Stay Focused on Priorities |
| ILRMD504: Leading People to Higher Performance | ILRMD509: The Impact of Personality Styles on Communication |
| ILRMD507: The Power of Managing Your Time and Personal Priorities | ILRMD510: Managing Communication Challenges |

Benefits and Compensation

Benefits and compensation packages that are both attractive to employees and cost-effective to the organization are important factors in retaining valued employees. Participants will learn how to address legal and organizational issues related to retirement plans, health plans, and other benefit packages.

Courses

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|---|--|
| ILRHR501: Issues and Concepts in Equal Employment Opportunities Law | ILRHR504: Fundamentals of Welfare and Flexible Benefits |
| ILRHR502: Employment Laws for the HR Professional | ILRHR507: Applying a Compensation Model: Internal and Legal Considerations |
| ILRHR503: Fundamentals of Retirement Benefits | ILRHR508: Expanding the Compensation Model: External and Structural Considerations |

Systems and Processes in Human Resources

This certificate helps participants address issues related to organizational conflict, strategic employment, employee relations, and legal compliance from both a local and a global perspective. Participants learn how to design initiatives that contribute to enduring organizational success.

Courses

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| ILRSM504: Systems and Strategies for Managing Organizational Conflict | ILRHR502: Employment Laws for the HR Professional |
| ILRSM502: Managing Employment Issues in a Global Context | ILRHR505: Organizational Culture and Work/Life Balance |
| ILRHR513: Internal Consulting Skills of HR Professionals | ILRHR510: Selection and Staffing: The Staffing Process |

Managing Performance

Personal communication styles, organizational structure, legal issues, and workplace culture can all affect employee performance. This certificate is designed to help participants learn how to adjust their personal approaches to communication, motivation, and conflict resolution so they can lead employees to higher levels of performance. Compliance issues related to workplace behavior are also addressed.

Courses

| | |
|--|---|
| ILRMD503: Overcoming Barriers to Successful Management | ILRMD506: Preventing and Addressing Inappropriate Workplace Behaviors |
| ILRMD504: Leading People to Higher Performance | ILRMD510: Managing Communication Challenges |
| ILRMD505: Legal Issues in the Workplace | ILRMD511: Managing Performance |

Selection and Staffing

The Selection and Staffing Certificate helps participants evaluate staffing needs and fill vacancies with the best candidates for the positions. Participants gain an understanding of appropriate communication techniques for effective recruitment and interviewing, as well as the legal and ethical issues surrounding these processes. Strategies to improve employee retention are also addressed.

Courses

| | |
|---|--|
| ILRHR501: Issues and Concepts in Equal Employment Opportunities Law | ILRHR510: Selection and Staffing: The Staffing Process |
| ILRHR502: Employment Laws for the HR Professional | ILRMD501: Selection Requirements and Communication Skills for Interviewing |
| ILRHR509: Selection and Staffing: The Selection Process | ILRMD502: Legal and Unbiased Interviewing and Selection |

Frequently Asked Questions

Q. Who is eligible for the programs?

Although anyone may take the online courses, the most successful candidates will be those who have a background in the area of interest. This background should include education, employment experience, or a combination of the two in a specific area.

Q. How do I register?

One of the services provided by The College Network, Inc., is to register our customers for the eCornell programs. Contact a Program Advisor at **1-866-249-2131** to begin.

Q. When do courses start?

Courses begin on Wednesdays and end on Tuesdays. Courses are two weeks long.

Q. How long are the programs?

The total length of a program depends on several factors: how many courses the program requires, whether the courses are two-week or four-week courses, and whether they are being completed one at a time or two at a time. Expect to spend 2-3 hours per week.

Q. Are the eCornell courses the same as Cornell University in-class courses?

Yes. eCornell has taken Cornell's certificate course curricula and brought it online. The online courses are even developed by the same renowned faculty, all with in-depth, real world experience.

Q. What are the actual online courses like?

Online courses consist of a variety of activities, including viewing case studies or topic briefings, working on assignments, and interfacing with the instructor and fellow students. The customer will spend 2-3 hours per week in course study and online activity.

Q. Can customers take more than one course at a time?

eCornell recommends that customers begin their certificate program with one course at a time. They can then determine if their personal schedule can accommodate a double course load.

Q. Are there any specific login requirements?

No. eCornell certificate programs are completely asynchronous.

Q. What are the technical requirements?

Minimum system requirements are: PC with sound capability; Windows 98/ NT/2000/ME/XP OR Mac OS 9.1 or later; one of the following browsers: Internet Explorer 6 or later, Netscape 7, Mozilla 1.2, Safari 1.2 (Mac OS).

Q. Will the certificate reflect that I earned it online?

No. Upon completion you will receive an official certificate from Cornell University. After the last required course has been completed and all fees have been paid, your certificate will be mailed within two weeks.

Q. What if I have a question not answered here?

All you have to do is ask. Call one of our Program Advisors at **1-866-249-2131** to have any and all your questions answered.



Established and wholly owned by Cornell University, eCornell has the most comprehensive online professional and executive development curriculum offered by any top-twenty university in the United States.

eCornell provides exceptional online learning experiences tailored for professional and executive development in the areas of strategy, leadership and management development, human resources, financial management, and hospitality management. Collaboration between Cornell faculty experts and eLearning designers provides for engaging and robust interactive learning.



As one of the nation's leading educational research, publishing, and marketing companies, The College Network, headquartered in Indianapolis, Indiana, has been helping working adults who want to advance their careers since 1992.

Powered by our exclusive Partnership in Education agreements with some of the nation's leading educational institutions, we have helped over 85,000 professionals like you take the next step in furthering their education, career growth, and earning power. The College Network's mission is to make quality education as accessible and affordable as possible for working adults.

Customers of The College Network are able to obtain associate's, bachelor's, and master's degrees, as well as earn professional certificates, without compromising their careers or personal lives. With The College Network's blended learning approach to education for busy adults, you will realize that it is possible to continue your education while balancing all other aspects of life.

We will provide you with the knowledge, skills, and training you need to achieve personal and professional goals. The College Network is your educational solutions partner.