



# HR Courses Designed to Enhance Your Career and Increase Your HR Effectiveness.



## SHRM® Essentials of Human Resource Management Certificate Program

Thursday evenings, March 20–April 24, 2008

## SHRM Global Learning System Global HR Management

Thursday evenings, March 6–April 17, 2008



## Strategic HR Management Series

*Earn PHR / SPHR recertification hours*

### Employment Law Review

Wednesday evenings, March 12–April 2, 2008

### Business Ethics for the HR Professional

Wednesday evenings April 9–May 14, 2008

All classes are held at  
**EMU–Livonia**  
38777 w. Six Mile Road, Suite 400  
Livonia, MI 48152  
(near the intersection of I-275 and Six Mile Road)





## SHRM® Essentials of Human Resource Management Certificate Program

If you're new to human resources or need to strengthen your employee management skills, this course is for you. Knowledge of the essentials can improve valuable on-the-job effectiveness, protect your small business from needless litigation, and help advance your career. Offered in partnership with SHRM, this course covers real-life HR issues, including employment law, recruiting and selecting qualified employees, compensation, the employee performance process, employee development and much more. You will also learn key information to keep you on track with compliance issues.

### Who should take this course?

This program is designed for entry-level HR professionals, small business owners responsible for the HR function in their companies and people looking into HR as a career-change possibility.

**Instructors:** Antoinette Knechtges, SPHR and Ann Davis, SPHR

**When:** Six Thursdays, 6–9 p.m., March 20–April 24

**Where:** EMU Livonia

**Fee:** \$540 (includes books and materials)

## SHRM Global Learning System Global HR Management

The entire field of human resources has experienced tremendous change in the past decade. Nowhere has this change been more profound than in Global Human Resource Management. As an HR professional, your responsibilities may expand beyond domestic regulations, strategies, and practices to global guidelines, restrictions, and policies. Get the necessary knowledge, skills and perspectives to be successful in this worldwide open market. This instructor led course will use the SHRM Global Learning System(tm), a comprehensive test preparation system for the Global Professional in Human Resources (GPHR) certification exam and a reference tool for HR professionals with international and cross-border responsibilities.

**GPHR Certified Instructors:** Lance Richards, Franchette Richards, Kathy Chiaravalli, Nancy Carrara,

**When:** Seven Thursdays, 6–9 p.m., March 6–April 17

**Where:** EMU Livonia

**Fee:** \$995 includes books and materials

**HRCI recertification credits:** 20

## Business Ethics for the HR Professional

This 6 week course explores the area of Ethics and the related problems and concerns in today's dynamic business environment from the Human Resource Professionals perspective. The course will make use of lecturers, case studies, podcasts, videos, class discussions and in-class activities to help the student better understand the ethical implications of many business decisions.

The format will be three classroom meetings, and online learning. Course topics will include: Stakeholder Identification and Analysis, Corporate Social Responsibility, Ethical Issues in Business, Ethical Reasoning Models and Development of Ethical Codes of Conduct, Sarbanes Oxley and Whistle Blowing Protections, Business and Media, and Employees and the Corporation

### Technology Requirements

P.C. with internet connection. Word, PowerPoint, iTunes, and Real Player, iTunes and Real Player may be downloaded for free.

**Facilitator:** Toni Knechtges, SPHR

**When:** April 9–May 14 with classroom meeting, Wednesdays April 9, 23, and May 14, 6–9 p.m.

**Where:** EMU Livonia

**Fee:** \$550

**HRCI recertification credits:** 17

## Employment Law Review

This course is designed for human resource professionals, business owners, managers and attorneys. The course will provide new strategies for complying with the constantly growing number of state and federal laws regulating the workplace. The program will address a wide range of employment topics and provide definitive answers to many areas of concern for employers.

**Instructors:** This course will be instructed by attorneys with the Nemeth Burwell, P.C. law firm that specializes in representing employers to prevent, resolve and litigate employment disputes.

**When:** Four Wednesdays, p.m., March 12–April 2

**Where:** EMU Livonia

**Fee:** \$355

**HRCI recertification credits:** 11

## Other Non-credit classes starting this winter

### Certified Employee Benefit Specialist Program (CEBS)

RPA 1: Retirement Plans: Basic Features and Defined Contribution Approaches, Feb. 19–20

CMS 1: Human Resource and Compensation Management, Apr. 21–22

GBA 2: Employee Benefits: Administration and Other Welfare Benefits, May 20–21

RPA 2: Retirement Plans: Defined Benefit Approaches and Plan Administration, Aug. 25–26

CMS 2: Compensation Concepts and Principles, Oct. 14–15

### Certified Financial Planner Program (CFP)

Those who successfully complete this six course CFP Board-Registered Program will be qualified to sit for the CFP® Certification Examination.

### SHRM Learning System, Professional HR Management

Prepare for the PHR or SPHR certification exam with this comprehensive test preparation course offered twice a year starting in September and February.

Registration information for these courses can be found at [www.ce.emich.edu/noncredit](http://www.ce.emich.edu/noncredit). Call 734.487.9158 or email [non.credit@emich.edu](mailto:non.credit@emich.edu).

# Registration form

Register now. Classes fill quickly and space is limited.

**By Phone:** Call 734.487.0442. **By Fax:** Fax your completed registration form to 734.487. 2316. **By Mail:** Complete the registration form (or photocopy) and send it with a check, copy of purchase order, or credit card information. Make checks payable to Eastern Michigan University and mail it to EMU Continuing Education, Non-credit Programs, 100 Boone Hall, Ypsilanti, MI 48197

**Registration deadline is one week prior to the start of the class. For more information, call 734.487.9158, or e-mail non.credit@emich.edu**

Name \_\_\_\_\_

Last four digits of social security no. \_\_\_\_ \_ Job title \_\_\_\_\_

Employer \_\_\_\_\_

Business address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_

Home address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day phone \_\_\_\_\_ Fax \_\_\_\_\_

How many years have you worked in human resource management positions? \_\_\_\_\_

## Please register me for the following:

- SHRM Essentials of HR Management Certificate Program**  
Six Thursdays, March 20 – April 24 . . . . . \$540
- SHRM Global Learning System – Global HR Management**  
Seven Thursdays, March 6 – April 17 . . . . . \$995
- Business Ethics for the HR Professional**  
Wednesdays, April 9 – May 14 . . . . . \$550
- Employment Law Review**  
Four Wednesdays, March 12 – April 2 . . . . . \$355

**Cancellations**

All cancellations must be in writing. Those who cancel before the course starts will receive a full refund. No refund is available to those who cancel during the course.

**Schedule changes and cancellations**

Although we make every effort to maintain the published schedule for classes, insufficient enrollment and other unforeseen occurrences may require a schedule change or cancellation. We will attempt to notify you as soon as possible in the event of any change or cancellation.

## Payment

Check enclosed for \$ \_\_\_\_\_ (Payable to Eastern Michigan University)

Charge my credit card \$ \_\_\_\_\_  VISA  MasterCard  Discover

Card number \_\_\_\_\_ Exp. date \_\_\_\_\_

CVN (last three digits on signature bar) \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_





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## Enhance your HR knowledge and effectiveness

Take steps now to strengthen your ability to handle a wide-range of HR challenges. Both you and your employer will benefit from the knowledge and skills gained from these courses.

Please share with your HR colleagues.

CE1819

EASTERN MICHIGAN  
UNIVERSITY  
Noncredit Program  
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100 Boone Hall  
Ypsilanti, MI 48197