

GRADUATE CERTIFICATE IN:

Strategic Human Resource Management



This certificate is designed for entry-level human resource professionals and is also applicable to managers in other fields who are interested in learning more about this area and related issues. Emphasis is on enhancing an individual's capabilities, knowledge, skills, and competencies in the broad and challenging function of human capital management.

This certificate is earned by completing the following five courses and students have an option of combining the certificate with Bay Path College's MBA, MS in Communications and Information Management, and MS in Nonprofit Management and Philanthropy.

Bay Path
College

Founded 1897

Bay Path College
588 Longmeadow Street
Longmeadow, MA 01106

- Human Capital: Recruitment and Selection
- Job Analysis: From the Job Description to Evaluation
- Employee Relations: A Survivor's Guide to Effective Relationships
- Compensation and Employee Benefits
- Human Resources: Best Practices and Techniques

Available Online, Weeknights or Saturdays

1.800.782.7284 x 1332 or MBA@baypath.edu

STRATEGIC HUMAN RESOURCE MANAGEMENT GRADUATE CERTIFICATE
BAY PATH COLLEGE, LONGMEADOW, MA
MBA@BAYPATH.EDU

The **Strategic Human Capital Management Graduate Certificate** is designed for entry-level human resource professionals and is also applicable for managers in other fields who are interested in learning more about this area and related issues. Emphasis is on enhancing an individual's capabilities, knowledge, skills, and competencies in the broad and challenging function of human capital management. This certificate is earned by completing the following five courses and students have an option of combining the certificate with Bay Path College's MBA, MS in Communications and Information Management, and MS in Nonprofit Management and Philanthropy.

MBA - Human Capital: Recruitment and Selection

This course focuses on personnel decisions. The student will be exposed to the methodologies utilized in finding, recruiting, selecting and retaining employees. Topics to be discussed will include in-house and external recruitment methods and the pros and cons associated with each, EEOC policies, and the value added element of strong recruitment, selection and retention of employees. Students will be exposed to specific circumstances through the use of case studies including union contracts.

MBA - Job Analysis: From the Job Description to Evaluation

This course provides a strong overview of the process of job analysis, leading to the development and execution of job descriptions for individual jobs and the connections between jobs, salary associated with jobs and meeting the goals of the organization. Emphasis is placed on the students' exposure to the process leading from the analysis of the work to be done to the evaluation of the individual in a specific job. Exercises will be presented to allow students to explore the connections, the process and the eventual outcome from the practitioner perspective as well as that of the individual employee.

MBA - Employee Relations: A Survivor's Guide to Effective Relationships

This course provides a positive approach to the ever turbulent area of employee relations. By using a variety of techniques including video, case studies, guest speakers and lectures, students are exposed to the various issues commonly related to employee relations. Students will develop policies and procedures, write a sample employee handbook and learn the details involved in progressive discipline writing techniques. Students will also learn how to deal with workplace investigations, handle complaints from federal and state agencies, negotiate settlements and release agreements and perform exit interviews with a goal of learning from each and every experience to enhance the overall workplace. Finally, students will be exposed to some elements of coaching practice as a means to provide for career advancement for employees and to deter turnover.

MBA - Compensation and Employee Benefits

This course is intended to acquaint students with an overview of the development, implementation and management of compensation and employee benefits programs. The costs of employment in terms of benefits and salary are reviewed and the implications for linking both to the goals of the business are discussed in depth. Students will design and execute a compensation and employee benefits proposal as part of the work in this class.

MBA - Human Resources: Best Practices and Techniques

This course provides a comprehensive update of the field of human resources or human capital management. The philosophy and management objectives of human resource department are considered as well as special topics of current interest. Students will be exposed to the important elements of employment law with a focus on limiting exposure to legal action on the part of the business.