

# HUMAN RESOURCES (116)

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**116-151 - Employee Relations**

Enhances the ability to understand and develop employee-focused programs, policies and procedures such as formal and informal communications, employee recognition and conflict resolution. Valuing diversity in the workforce is emphasized. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

**116-152 - Orientation and Training**

Evaluates training and development skills through practice and skill-building activities. Students develop training strategies using a variety of delivery formats. Needs and cost analysis, competency and performance standards, and facilitation skills are incorporated.

3 Credit hours

54 Lecture hours

**116-154 - Recruiting and Hiring**

Focuses on recruiting, selection and hiring practices. Students examine what today's workforce expects, how to efficiently use the recruitment budget and all steps within the hiring process. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

**116-156 - Compensation and Benefits**

Focuses on the various components that make up a total employee compensation package. Base pay, merit pay and variable pay programs are covered. Students examine benefits including governmental regulation, group welfare plans, pension plans and flexible benefit plans. Students explore the impact of current trends. (Prerequisite: 101-141 Payroll Accounting)

3 Credit hours

54 Lecture hours