



Organizational Leadership and Supervision's Human Resource Management Certificate



A Premier Certificate

Purpose

Although all resources are essential for success, people are an organization's principal resource. How skillfully an organization develops, allocates, and supervises its human resource governs its success or failure. This Certificate provides a thorough explanation of the Human Resource Manager's role in helping individuals, work groups, and organizations succeed. The focus of the courses is practical, and each course emphasizes the application of vital concepts so that students will acquire a comprehensive understanding of the subject matter. This Certificate is useful to students who seek careers in human resource management or in other disciplines.

The Human Resource Management Certificate was jointly developed between the Department of Organizational Leadership and Supervision and the Human Resource Association of Central Indiana.

A Certificate will be presented to those who successfully complete all course work.

Admission

Candidates for this certificate are required to be formally admitted by the IUPUI Office of Admissions, but not required to be a student in the Purdue School of Engineering and Technology. Credit will be given for applicable courses taken at other colleges and universities. Credits earned while completing this certificate may be applied to a degree in Organizational Leadership and Supervision.

Curriculum

Students are required to successfully complete a total of seven courses (21 credit hours) to earn the certificate.

Required Core Courses

All students must successfully complete all of the following courses:

Course	Title	Credit Hour
OLS 383*	Human Resources Management	3*
OLS 331	Occupational Safety and Health	3
OLS 368	Personnel Law	3
OLS 375	Training Methods	3
OLS 378	Labor Relations	3
OLS 476	Compensation Planning and Management	3
OLS 479	Staffing Organizations	3

Total Hours 21

Course Descriptions:

OLS383* Human Resources Management (3 cr.)*

Presents students with an overview of the human resources function as it is managed in organizations today. The course contains descriptions of each major function and presents cases to explore applications of human resource principles.

OLS331 Occupational Safety and Health (3 cr.)

A presentation of those aspects of occupational safety and health that are essential to the first line supervisor. Emphasis is placed on developing and understanding of the economic, legal, and social factors related to providing a safe and healthful working environment.

OLS368 Personnel Law (3 cr.)

Influence of the law on personnel-human resource management. Covers such topics as discrimination based on sex, age, national origin, or handicap; recruitment and selection; affirmative action; rights of union and nonunion employee; Fair Labor Standards Act; Equal Pay Act and comparable worth; employee benefits plans; unemployment compensation; and right to discharge.

OLS375 Training Methods (3 cr.)

A presentation of those aspects of training that are essential to the first line supervisor. Emphasis is placed on developing and understanding the way people learn jobs and job skills.

OLS378 Labor Relations (3 cr.)

Problems of workers, with possible solutions suggested by organized labor and management. Regulations concerning management, labor, the collective bargaining agreement, and grievance and arbitration procedures are studied.

OLS476 Compensation Planning and Management (3 cr.)

Focuses on the management of employee compensation. Examines the implications of recent theoretical and research developments related to compensation decisions. Each student will develop a compensation package.

OLS479 Staffing Organization (3 cr.)

Presents students with detailed look at the recruiting function in organizations today. The focus of the materials will be to give students a sense of the challenges of recruiting qualified employees in the new economy. Presentations will include actual examples, group exercises and considerable class discussion.

Administration of Program

Stephen Hundley, Ph.D., SPHR

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Purdue School of Engineering and Technology

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***OLS 383 MUST BE TAKEN AS A PRE- OR CO- REQUISITE TO ANY OTHER CERTIFICATE COURSE.**

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Name: _____

ID#: _____

Phone: _____

Address: _____

Major: _____

CORE COURSE REQUIREMENTS:

All students must successfully complete all seven of the following courses.

Course	Credits	Date	Grade
OLS 383*	3	_____	_____
OLS 331	3	_____	_____
OLS 368	3	_____	_____
OLS 375	3	_____	_____
OLS 378	3	_____	_____
OLS 476	3	_____	_____
OLS 479	3	_____	_____

CERTIFICATE COMPLETED:

Date: _____

Department counselor: _____

Administration of Program

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