

HUMAN RESOURCES AND TRAINING

PROGRAM AND COURSE GUIDE



DEPAUL UNIVERSITY

CONTINUING AND PROFESSIONAL EDUCATION



THE CENTER FOR HUMAN RESOURCES AND TRAINING

For more than 20 years, DePaul University has helped human resource (HR) practitioners and consultants gain the skills necessary for career advancement and success. Our Professional in Human Resources Certificate Program, one of the top-ranked PHR® and SPHR® preparation programs in the country, has prepared more than 6,000 professionals for certification. Other programs we offer develop the professional's capabilities in organizational development, payroll and other disciplines that distinguish an HR professional's performance on the job and in the field. We can customize any program for an organization wanting on-site training of its staff.



PROFESSIONAL IN HUMAN RESOURCES CERTIFICATE PROGRAM

DePaul offers this program for individuals seeking certification as Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) from the HR Certification Institute® (HRCI®).

Above and beyond preparing professionals for certification, this strategic course supports career advancement by building confidence for managing HR challenges. You'll learn from instructors who are experienced certified practitioners and network with other HR professionals. After successfully completing the program, you will receive a certificate from DePaul University as well as up to 3.6 continuing education units (CEUs).

PROGRAM CONTENT

The Professional in Human Resources Certificate Program includes seven key areas that correspond to the functional areas, responsibilities and associated knowledge defined by the HRCI, PHR® and SPHR® Body of Knowledge:

- Business Management
- Leadership and Strategy
- Talent Planning and Acquisition
- Learning and Development
- Employee and Labor Relations
- Employee Relations and Engagement
- Total Rewards

Choose from the following options:

13-week, in-class course. Classes meet once a week for three hours where you'll spend one to two weeks covering each of the seven areas of HR. This class is offered at all DePaul campuses or can be held on site at your organization.

Intensive course. This fast-paced Saturday course covers a great deal of information in eight weeks and is not recommended for the novice HR professional. The course prepares HR professionals who do not have the time for a conventional 13-week program.

Online, instructor-led course. This online program is designed to provide maximum flexibility. The interactive, online class has no preset times for participation; you'll spend three to six hours a week on the class, and there are deadlines for completing tests and assignments.

WHO SHOULD ATTEND

- HR professionals planning to take the PHR® or SPHR® certification exam
- PHR® professionals seeking to "upgrade" their certification to SPHR®
- HR practitioners seeking professional development
- Experienced managers who are new to the HR field

HOW YOU WILL BENEFIT

- Develop the knowledge and skills to improve your on-the-job effectiveness
- Prepare for the PHR®/SPHR® certification exam
- Receive an expanded bank of test questions formatted to mimic the current HRCI exam experience

This course is not a substitute for the certification examination. If you wish to take either the PHR® or SPHR® certification examination, you must complete a separate application form available from HRCI. For more information, please visit www.hrci.org, call HRCI at 866-898-4724, or email info@hrci.org.

FOUNDATIONS IN HUMAN RESOURCES CERTIFICATE PROGRAM

DePaul University now offers a program to introduce you to the basic functions and issues that pertain to early HR career roles. This eight-week certification prep course will help you prepare for the Associate Professional in Human Resources™ (aPHR™) certification exam offered by the HR Certification Institute® (HRCI®).

This program is the industry's first-ever HR certification designed to specifically meet the needs of those who are new or transitioning into the HR profession. DePaul is the only University in Chicago to offer a certificate to help students prepare for the aPHR™ certification exam.

WHO SHOULD ATTEND

This course is for professionals who are embarking on an HR career including recent college graduates who have an interest in HR, armed services men and women who would like to make the transition to a civilian profession and professionals seeking a career transition into the HR field.

HOW YOU WILL BENEFIT

At the end of this program, you will be able to:

- Identify the tasks of the HR function
- Describe the laws, regulations and policies that affect an organization
- Explain the hiring process
- Apply total rewards
- Recognize ways to apply compensation and benefits laws and answer employee inquiries
- Describe methods for training, employee development and performance evaluation programs
- Describe the connection between morale, performance and retention
- Recognize ways to serve the well-being of the organization and employees
- Apply workplace health, safety, security and privacy laws



HUMAN RESOURCES COMPETENCIES CERTIFICATE: SHRM-CP AND SCP EXAM PREPARATION

DePaul University offers a certification prep course created by the Society for Human Resource Management (SHRM®) to help HR professionals prepare for the new SHRM credentials—The SHRM Certified Professional (SHRM-CP®) and the SHRM Senior Certified Professional (SHRM-SCP®). The new SHRM Certification recognizes that HR professionals are at the core of leading organizational success.

In the Human Resources Competencies Certificate, you will focus on identifying and testing your knowledge through practical, real-life experiences in order to help you excel on the certification exam and in an HR career. This course of study will in no way guarantee success on the SHRM-CP®/SHRM-SCP® exam.

The new SHRM Certification builds on one singular Body of Competency and Knowledge (SHRM BoCK™), tests the HR professional's ability to apply knowledge and demonstrates that the HR professional has mastered the HR technical and behavioral competencies required in a global economy.

WHO SHOULD ATTEND

- HR professionals planning to take the SHRM-CP® or SHRM-SCP® certification exam.
- HR practitioners seeking professional development to advance their careers, update their HR knowledge and enhance their marketability.
- For the SHRM-CP®, HR professionals who implement policies and strategies, serve as point of contact for staff and stakeholders, deliver HR services and perform operational HR functions.
- For the SHRM-SCP®, HR professionals who develop strategies, lead the HR function, foster influence in the community, analyze performance metrics and align HR strategies to organizational goals.

HOW YOU WILL BENEFIT

In this course, you will:

- Gain professional distinction by becoming proficient in the core HR competencies.
- Build universal skills and practices that can be applied to any HR organization.
- Prepare to excel on the globally recognized SHRM certification exams.

PROGRAM CONTENT

The program content covers the core HR competencies and knowledge domains:

HR Competencies

- Leadership and Navigation
- Ethical Practice
- Business Acumen
- Relationship Management
- Consultation
- Critical Evaluation
- Global and Cultural Effectiveness
- Communication

Knowledge Domains

- People
- Organization
- Workforce

SHRM® CERTIFICATION
SHRM-CP® AND SHRM-SCP®

AMERICAN PAYROLL ASSOCIATION'S (APA) PAYTRAIN COLLEGE AND UNIVERSITY® PROGRAM

Improve your payroll knowledge and prepare for the Fundamental Payroll Certification (FPC) and the Certified Payroll Professional (CPP) certifications. In cooperation with the American Payroll Association (APA), DePaul offers the PayTrain College and University® program both online and in-class. Comprised of two professional development courses, PayTrain® Level 1 and PayTrain® Level 2, this program is designed for all levels of payroll administration—from seasoned professionals interested in advancing their careers to new hires seeking an understanding of the industry.

WHO SHOULD ATTEND

This program is appropriate for experienced and entry-level payroll professionals.

HOW YOU WILL BENEFIT

As a participant, you'll gain:

- The professional development to advance your payroll career
- An understanding of payroll essentials through hands-on exercises
- Solid grounding in compliance issues related to tax and regulatory information
- Preparation for the FPC and CPP exams
- Recertification credit hours (RCHs) or continuing education units (CEUs) to maintain FPC or CPP credentials

PAYTRAIN® LEVEL 1

This course teaches the fundamental payroll calculations and applications common to the industry. It conveys the basic knowledge and skills required to maintain payroll compliance and prevent costly penalties. Calculations covered in this course are critical to successfully passing the FPC and CPP exams and are not covered in PayTrain® Level 2.

Topics in this course include:

- Fundamentals of Payroll Operations
- Paycheck Calculations
- Fringe Benefits
- Tax Reporting
- Payroll Accounting
- Administration

PAYTRAIN® LEVEL 2

A continuation of PayTrain® Level 1, this is a comprehensive course providing managers and supervisors a solid understanding of advanced topics in the field. This course is ideal for experienced payroll professionals seeking compliance training, professional development or CPP certification preparation. For success on the CPP exam, this course should be taken after completing PayTrain® Level 1.

Topics in this course include:

- Payroll Concepts
- Payroll Reporting and Employment Taxes
- Record Keeping and Payroll Practices
- Payroll Accounting
- Management and Administration

** If you wish to take the FPC or CPP exam, contact the APA at www.americanpayroll.org.*



CONTINUING AND PROFESSIONAL EDUCATION REGISTRATION FORM

THE CENTER FOR HUMAN RESOURCES AND TRAINING
PROGRAMS AND COURSES

Name		Date of Birth	
Home Address	City	State	Zip
Home Phone		Home Email	
Employer		Title	
Business Address	City	State	Zip
Business Phone	Business Email	Fax	
Preferred mailing address:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	
Preferred email address:	<input type="checkbox"/> Home	<input type="checkbox"/> Business	
How did you hear about us:	<input type="checkbox"/> Email	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Mailing
	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Word of Mouth	<input type="checkbox"/> Employer
	<input type="checkbox"/> Event	<input type="checkbox"/> Professional Organization/Association	
	<input type="checkbox"/> Social Media		
	<input type="checkbox"/> Other _____		

WAYS TO REGISTER

Online:
cpe.depaul.edu/hr

Mail in:
DePaul University, CPE
1 East Jackson Boulevard
Chicago, Illinois 60604-2287

Walk in:
14 East Jackson Blvd., Suite 1010

Fax registration form to:
(312) 362-8764

Call:
(312) 362-6300

Applicant — Detach here.

Program Title	Dates	Days	Campus	Cost
TOTAL:				

PAYMENT OPTIONS (Payment must be received at the time of registration.)
☐ Check (payable to DePaul University CPE) ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Account Number	Expiration Date	Security Code
Name as it appears on the card		
Credit Card Billing Address	City	State Zip Phone number associated with card
Signature		

Payment may be made by check, VISA, Master Card, Discover, American Express or money order. Cash will not be accepted. Payment must be received at the time of registration. Checks should be made payable to DePaul University CPE and reference the student's name. University policy requires a \$25 Non-Sufficient Funds (NSF) fee to be charged for all returned checks.

All registrations are due seven calendar days before the course start date. Any registration submitted after that deadline will be charged a mandatory \$75.00 late registration fee. You will receive confirmation of your registration by email. If you need confirmation or a receipt mailed to you, contact our office at (312) 362-6300 or cperegistration@depaul.edu. Written notification of cancellation is required seven calendar days before the course start date to receive a full refund (minus a \$75.00 cancellation fee).

DePaul's complete registration and student policies can be found on our website at cpe.depaul.edu. We reserve the right to substitute instructors, change the day and location that programs meet, and cancel programs due to insufficient enrollment or unforeseen events.

DePaul University Continuing and Professional Education (CPE) is a leading provider of professional development and learning for working adults seeking to enhance their skills, advance in their careers and enrich their understanding of a rapidly changing world. CPE also offers education solutions customized to meet the needs of business, government and nonprofit organizations.

Visit Our Website

For online registration, course information and current dates, visit our website at cpe.depaul.edu/hr.

Program Contact

CPE Registration
(312) 362-6300
cperegistration@depaul.edu

Corporate Training

For organizations wishing to increase the knowledge and skills of their employees, DePaul's Continuing and Professional Education offers customized learning solutions.



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