



Briar Cliff University's Online Management Certificate

Core Certificate Courses:

Management (3 credits)

A study of the concepts, principles and philosophy of management. The four functions of management—planning, organizing, leading and controlling – are examined with respect to various management styles.

Leadership (3 credits)

This course will study leadership from a business perspective. Leadership theories will be examined in conjunction with various methods and techniques of effective leadership. Topics include: mentoring, coaching, communication, active listening skills, motivation, leading change, leadership in teams, and ethics.

Human Communications (3 credits)

A general introduction to various contexts of human communication including the dyad, group dynamics, non-verbal, intra-and interpersonal communication.

Organizational Communications (3 credits)

Practice and presentation of resumes, letters, reports, short speeches and other areas of functional communication. Pre-requisite: a college level writing course.

Employment Law (3 credits)

Issues dealt with in this course include Supreme Court interpretation of Title VII of the Civil Rights Act including Affirmative Action, Discrimination, Sexual Harassment, and Age Discrimination. Also included are the Americans with Disabilities Act, Rehabilitation Act, Immigration Reform and Control Act, Family Medical Leave Act and other pertinent workplace laws.

Special Topics:

Introduction to Microsoft Word & Excel (1 credit)

Students will use Microsoft Word and Excel for Windows to create, edit, format, and print documents for personal and business use.

Time Management (1 credit)

Learn to effectively set priorities and achieve success by planning, organizing, and managing your professional life to achieve your most important objectives.

Supervision (1 credit)

Learn to define effective facilities supervision; identify the roles and responsibilities of supervisors; and understand the key functions of supervision.

Conflict Resolution (1 credit)

Learn how to manage your human resources in the workplace with practical tools for recognizing, preventing, and mediating conflicts between others.

Organizational Change (1 credit)

Participants enhance their ability to deal positively and effectively with organizational change. Understanding the change cycle allows participants to utilize their inner resources to manage each stage.

**For more information, call 712-279-5200
or email admissions@briarcliff.edu.**



Online Human Resource Management Certificate

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Human Resource Management (3 credits)

This course focuses on human resource policies, issues, principles and methodologies. Through activities and case studies the student is able to apply the theory from the text to realistic problems from the work world.

Employment Law (3 credits)

Issues dealt with in this course include Supreme Court interpretation of Title VII of the Civil Rights Act including Affirmative Action, Discrimination, Sexual Harassment, and Age Discrimination. Also included are the Americans with Disabilities Act, Rehabilitation Act, Immigration Reform and Control Act, Family Medical Leave Act and other pertinent workplace laws.

Current Issues in HRM (3 credits)

An in-depth study of the field of Human Resource Management. The course consists of seven areas – Management Practices, General Employment Practices, Staffing, Human Resource Development, Compensation and Benefits, Employment and Labor Relations, and Health, Safety and Security – topics included in the national certification exam.

Special Topics:

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