

# HUMAN RESOURCES

## 2009 FALL PROGRAMS



• *SHRM® Learning System*  
September 7 – December 7, 2009  
*Online or Classroom Session*

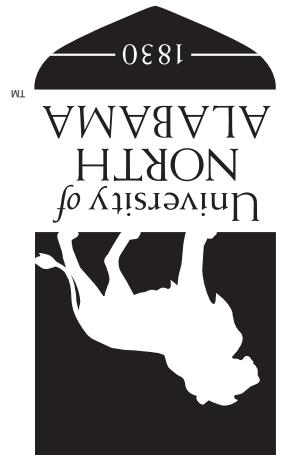
• *SHRM® Essentials of Human Resource Management Certificate Program*  
September 21-October 19, 2009

• *UNA Payroll Certificate Program*  
Begins October 12, 2009

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University of North Alabama  
Continuing Studies & Outreach  
UNA Box 5036  
Florence, AL 35632-0001



**HUMAN RESOURCES: 2009 FALL PROGRAMS**  
*SHRM® Learning System Online or Classroom Session*  
*SHRM® Essentials of Human Resource Management Certificate Program*  
*UNA Payroll Certificate Program*

Non-Profit  
Organization  
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PAID  
Florence, Alabama  
Permit No. 371

# PREPARE FOR HR CERTIFICATION WITH UNA'S SHRM<sup>®</sup> LEARNING SYSTEM COURSE

## SHRM<sup>®</sup> LEARNING SYSTEM

### SHRM<sup>®</sup> Learning System – Online Format

3.5 CEUs

Course No. 09-HR300OL September 7 – December 7, 2009

Registration Fees: \$1,099; \$1049 SHRM<sup>®</sup> Member Fee

Instructor: Dr. Sandra Sockwell, SPHR

### SHRM<sup>®</sup> Learning System – Classroom Format

3.5 CEUs

September 7 – December 7, 2009

Registration Fee: \$1,299; \$1,249 SHRM<sup>®</sup> Member Fee

Location: UNA East Campus, 1640 Tune Ave., Florence

Course No. 09-HR300 5:30 - 8:00 pm

Days: September 8 & 22, October 6 & 20, November 3 & 17,

December 1 (Review Session)

\*\* NEW: Review Session added on December 1\*\*

Instructor: Catherine White, PHR

If you've been planning to enhance your HR skills and knowledge and prepare for the Professional in Human Resources (PHR<sup>®</sup>) or Senior Professional in Human Resources (SPHR<sup>®</sup>) designation, now is the time to enroll in UNA's SHRM<sup>®</sup> Learning System.

We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum covers the newly updated 2009 HR Certification Institute body of knowledge which develops HR competencies and decision-making skills. As a certification preparation program, it consistently beats the national pass rate.

### IS THIS COURSE RIGHT FOR YOU?

The course is designed for managers and staff in human resources or general management or:

- HR professionals planning to take the PHR<sup>®</sup> or SPHR<sup>®</sup> certification exam (you must have at least two years of exempt-level experience).
- Certified HR professionals needing recertification credits.
- HR practitioners seeking professional development to advance their careers.
- Experienced managers who are new to the HR field.
- Other mid-level managers pursuing a career change or promotion.

### FEATURES THAT DELIVER

As part of your tuition, you will receive the internationally recognized SHRM Learning System<sup>®</sup> which includes workbooks, software, and online tools. This program offers a variety of study features that reinforce concepts to help you prepare for the certification exam:

- Comprehensive bank of test questions – more than 1,600 in all.
- Practice tests that use a format similar to the HR Certification Institute exam format.
- An interactive case study featuring real-life scenarios to apply concepts learned throughout the course.
- SPHR<sup>®</sup> Preparation Book to help you take a more strategic approach, applying information across functional areas.
- Access to the SHRM<sup>®</sup> Learning System Resource Center, featuring HR updates, Webcasts, test-taking tips, related links, feedback opportunities and eFlashcards that can be printed or downloaded to a PDA.

### COMPREHENSIVE HR TRAINING

The SHRM<sup>®</sup> Learning System course is segmented into six learning modules that cover HR topics that are most relevant to today's HR profession and are tested on the HR Certification Institute certification exams.

- Strategic Management
- Human Resource Development
- Employee and Labor Relations
- Workforce Planning and Employment
- Total Rewards
- Risk Management

You will also receive an SPHR<sup>®</sup> Preparation Book specifically devoted to SPHR<sup>®</sup> certification preparation.

Be prepared with UNA's SHRM<sup>®</sup> Learning System and SHRM<sup>®</sup> Essentials of Human Resource Management. While there is no single course of study that guarantees success on the HR Certification Institute exams, the SHRM<sup>®</sup> Learning System has effectively helped thousands of individuals prepare for certification.

## SHRM<sup>®</sup> ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

### SHRM<sup>®</sup> Essentials of Human Resource Management Certificate Program

Course No. 09-HR301 September 21 - October 19, 2009

5 Monday Evenings 5:30 – 8:30 pm Instructor: Dr. Rick Lester

Registration Fee: \$699; \$679 SHRM<sup>®</sup> Member Fee

Textbook and a certificate of attendance is included.

Location: UNA's East Campus, 1640 Tune Avenue, Florence, Alabama 35630

If you're new to human resources or need to strengthen your employee management skills, the SHRM<sup>®</sup> Essentials of Human Resource Management Certificate Program is for you. Knowledge of the basics of HR can improve valuable on-the-job effectiveness, protect your business from needless litigation, and help advance your career. Completing this course will arm you with practical skills you can immediately apply to your own situation.

Offered in partnership with the Society for Human Resources Management (SHRM), this cost-effective course covers real-life HR issues, including employment law, selecting qualified employees, compensation, the employee performance process, and much more. You will also learn key information to keep you on track with compliance issues.

### THE BENEFITS OF TAKING THIS COURSE:

This course is specifically designed to challenge you and provide the skills you need to confidently face today's complex HR situations. You'll also get the added benefit of:

- A structured classroom environment that enhances learning and helps you stay on track.
- Shared experiences of your instructor and peers.
- Learning techniques for handling HR challenges through interactive case studies designed to make you feel comfortable dealing with HR issues.
- Training close to home that saves on travel expenses.
- Receiving a Certificate of Completion from UNA.
- The opportunity to earn 1.5 continuing education units (CEUs).

### SIX KEY TOPICS COVER A BROAD SPECTRUM OF HR PRACTICES

This course provides important knowledge and skills you can use immediately in your day-to-day job: **ONE: Human Resource Management** Gain a clear understanding of the HR function; **TWO: Employment Law** Enhance your ability to apply key HR legislation; **THREE: Recruitment and Selection** Gain important skills for selecting employees; **FOUR: Compensation and Benefits** Learn the key elements of a total compensation system; **FIVE: Employee Development** Gain an understanding of orientation, development and training; **SIX: Performance Management** Discover the purpose and process for performance appraisals

## NOW IN OUR 12th YEAR!

2009 University of North Alabama Awards

Top Five Online SHRM Learning System<sup>®</sup>

100% Pass Rate – PHR

December 2008 – January 2009 Exam Window

100% Pass Rate – SPHR

December 2008 – January 2009 Exam Window

# PAYROLL CERTIFICATE PROGRAM

## MASTERING PAYROLL I

### COURSE TOPICS

- Who is an employee?
- Federal v. state laws
- Paying employees
- Required payroll data
- Form W-4 and state withholding forms
- Withholding and depositing taxes
- Filing federal reporting forms
- When wages are taxable
- Other federal and state requirements
- Journal entries

### Course Number: 09-A1026

October 26 & November 2, 2009 • 8:00 am – 4:30 pm • Cost: \$299

Location: UNA East Campus, 1640 Tune Ave. Florence, AL 35630

Approved for 16 CPE hours

## MASTERING PAYROLL II

### COURSE TOPICS

- FIT Withholding
- Fringe benefits
- Expense reimbursements, advances and allowances
- Personal use of company cars
- Deferred compensation and "cafeteria" plans
- Disability v. third-party sick pay
- Taxing and reporting life insurance benefits
- Imputed income and gross-up for cash payments
- Imputed income and gross-up for fringe benefits
- Voluntary v. involuntary deductions
- Basics of workers' comp insurance

### Course Number: 09-A1109

November 9 & 13, 2009 • 8:00 am – 4:30 pm • Cost: \$299

Location: UNA East Campus, 1640 Tune Ave. Florence, AL 35630

Approved for 16 CPE hours

## MASTERING INTERNAL CONTROLS & FRAUD PREVENTION

### COURSE TOPICS

- Employee inventory theft
- Preventing employee theft
- Check fraud and fraud schemes
- Credit card fraud
- How vendors can cheat you
- Accounting Fraud and the Sarbanes-Oxley Act of 2002
- Asset Misappropriation Frauds
- Fraudulent Financial Reporting

### Course Number: 09-A1012

October 12, 2009 • 8:00 am – 4:30 pm • Cost: \$199

Location: UNA East Campus, 1640 Tune Ave. Florence, AL 35630

Approved for 8.0 hours A&A CPE

## FEES INCLUDE:

Fees include textbooks, a continental breakfast, refreshment breaks, and a certificate of attendance for each course. Lunch is on your own. A mounted plaque is awarded to the participant upon completion of the 40 hour program (A quiz is required for each course with a passing grade of 70%; quiz may be retaken if necessary). Less than \$20 per hour!

Discounts are available when registering for the complete certificate program. Call for details. You do not have to participate in the certificate program to attend the classes.

256-765-4862 • [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies)

## WHO SHOULD ATTEND?

Payroll managers, payroll clerks, accountants, benefits professionals, human resource managers, personnel managers, business owners, managers, controllers and bookkeepers.

\* You may wish to bring a calculator to the class.

## Meet Your Instructor:

**Dr. Mark Lawrence, CPA, CMA, CFM, CB** has been a Professor of Accounting at the University of North Alabama since January 2004. Prior to joining UNA, Dr. Lawrence was an Adjunct Professor in Accounting at the University of Alabama at Birmingham, Jefferson State Community College, and Faulkner University. He has over 20 years of professional accounting experience working for Sonat Inc., Southern Natural Gas Company, El Paso Corporation, and Vulcan Materials Company. He is a member of the American Institute of Certified Public Accountants (AICPA), the Institute of Management Accountants (IMA), the American Accounting Association (AAA), and the Alabama Society of Certified Public Accountants (ASCPA).

## SAVE THE DATE

14th Annual North Alabama Workers'  
Compensation Conference

October 15, 2009

Joe Wheeler State Park Resort  
Rogersville, AL

*Exhibitor Space is Available*

*Please call or email Meghan Fike  
at 256-765-4289 or [mmfike@una.edu](mailto:mmfike@una.edu)  
to obtain an exhibitor registration form.*

# MEET YOUR INSTRUCTORS

**DR. RICK LESTER** is professor of management at The University of North Alabama and a specialist in employment law, labor regulations, and management practices. He is known for his warm personal teaching style. Rick earned his BS from UNA, MA from The University of Alabama, and his doctorate from The University of Mississippi. Rick has taught in UNA's SHRM® Learning System series since its inception.

**DR. SANDRA SOCKWELL, SPHR**, retired from the City of Florence after being the Personnel Director for almost 20 years. She currently is a free lancer HR consultant and volunteer in the Shoals community. She served in an HR capacity in a major healthcare facility, and is a frequent trainer for UNA and others on HR, supervisory, and management topics. Sandra is the past president of both the Alabama Self-Insurers Association and the Alabama Association of Public Personnel Administrators, and board member of the newly formed Shoals Chapter-SHRM®. She earned BS and MS degrees from UNA and her MA and Ph.D. from The University of Alabama. Sandra has taught in UNA's SHRM® Learning System series since its inception.

**CATHERINE WHITE** received a Bachelor of Arts in Psychology from the University of Alabama and a Master of Science in Industrial/Organizational Psychology from Clemson University. She received PHR (Professional in Human Resources) certification in 1998. The first three years of her Human Resources career were spent in the recruiting industry. After being hired by her largest client, Sara Lee Cooperation, she served in graduating roles in Human Resources for 9 years. In March 2006, she received the first Human Resources National "Excellence in Partnership" Award given by Sara Lee Corporation. In October 2006, she joined the University of North Alabama as Director of Human Resources and Affirmative Action. White, her husband Chris (also an HR Professional), and her two sons reside in Sheffield.

## WHY BECOME CERTIFIED?

- Recognition: Earn national recognition for your HR experience, knowledge, and skills.
- Career: Through certification preparation, become more effective and valuable in your current HR position or prepare for your next career move.
- Dedication: Prove your dedication to HR and desire for career advancement to your employer.
- Note: You must have at least two years of exempt-level experience in order to sit for the PHR® or SPHR® exam.

If you have any further questions regarding the PHR® or SPHR® exams, please visit [www.hrci.org](http://www.hrci.org), call 866-898-4724, or e-mail [info@hrci.org](mailto:info@hrci.org).

After completing 60 hours of required courses, earn a UNA Certificate in Human Resource Management. Call Meghan Fike at 256-765-4289 for details.



## FAST & EASY REGISTRATION



### BY PHONE

Our registration office is open from 8 a.m. to 4:30 p.m. Monday through Friday. Call (256) 765-4UNA (4862) or 1(800)-825-5862, ext. 4862. We accept American Express, Discover, MasterCard and Visa. We also accept company purchase orders.



### IN PERSON

During our office hours, come by our office in the UNA East Campus building at 1640 Tune Avenue, Florence.



### VIA FAX

Simply fax the attached registration form any time, day or night to (256) 765-4872. All fax registrations require a credit card number unless the course is being invoiced to your company.



### ONLINE

To register online, visit our website at [www.una.edu/continuing-studies](http://www.una.edu/continuing-studies). Click on Human Resources for a list of available courses and course descriptions.



### MAIL

Complete the attached registration form and mail with your check or credit card information (don't mail cash) to Continuing Studies & Outreach, UNA Box 5036, University of North Alabama, Florence, Alabama 35632-0001.

**Cancellations:** If you must cancel, notify us three days in advance for a **full refund**. Later cancellations may receive credit toward future workshops if requested by the date of the seminar less a \$50 cancellation fee. Participant substitution may be made at any time.

Please make as many copies of the attached form as you need.

## Registration Form

If registering more than one person, please list additional names and information on an attached sheet or duplicate this form.

Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Mailing Address  Home  Work \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Payment Method:

Check Enclosed (payable to UNA) Please include course name on lower left side of check.

Please invoice company above. If different address than mailing, please provide:

Purchase Order

Money Order

Visa

MasterCard

Discover

American Express

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Name on Card \_\_\_\_\_

Authorized Signature \_\_\_\_\_

PLEASE REGISTER ME FOR THE FOLLOWING SEMINARS:

SHRM® Learning System - Online Format 09-HR300OL • September 7 - December 7, 2009

\$1,099 per person  \$1,049 per person for SHRM® members

SHRM® Learning System - Classroom Format

09-HR300 • September 7 - December 7, 2009 - Evening Session

\$1,299 per person  \$1,249 per person for SHRM® members

09-HR301 • SHRM® Essentials of HR Management Certificate Program • September 21-October 19, 2009

\$699 per person  \$679 per person for SHRM® members

CERTIFICATE IN PAYROLL CLASSES

Mastering Payroll I • 09-A1026 • October 26 & November 2, 2009 • Cost \$299

Mastering Payroll II • 09-A1109 • November 9 & 13, 2009 • Cost \$299

Mastering Internal Controls & Fraud Prevention • 09-A1012 • October 12, 2009 • Cost \$199

Total Cost for Entire Certificate Program \$750

Please make as many copies of this form as you need.