

## HRD Courses Schedule Projection

This is just a projection; schedules of instructors and classroom space will dictate the final schedule each term.

### PROFESSIONAL DEVELOPMENT:

| Code  | Course Name  | Offerings<br>(per year) |
|-------|--|-------------------------|
| CI100 | Innovation in the Workplace  | 2                       |
| ER345 | Conflict Management at Work  | 2-3                     |
| HR295 | Writing in Organizations   | 1-2                     |
| HR410 | Basic Language and Writing Skills  | 3                       |
| HR420 | Drafting, Editing, and Revising  | 1-2                     |
| HR560 | Interpersonal Communication Skills   | 2-3                     |
| HR600 | Communicating with Difficult People  | 3                       |
| HR910 | Making Oral Presentations with Confidence and Skill  | 2 (Fall and Spring)     |
| HR920 | Effective Listening  | 2 (Fall and Spring)     |
| LD100 | The Seven Habits of Highly Effective People  | 3                       |
| LD102 | Begin with the End in Mind: A 7 Habits Renewal Program   | 1                       |
| LD103 | First Things First: A 7 Habits Renewal Program   |                         |
| LD150 | Seven Habits for Managers  | 1                       |
| LD250 | FOCUS: Achieving Your Highest Priorities   | 2                       |
| LD300 | The Choice Seminar   | 1-2                     |
| LD400 | Introduction to Organizational Leadership  | 3 (beg. of term)        |
| LD450 | Teamwork and Leadership Profiles: MBTI   | 2                       |
| LD500 | The Emotionally Intelligent Leader   | 2                       |
| LD550 | Improving Leadership Performance: The Psychology of Supervisory Activities and Leadership Skills | 1                       |
| LD600 | The Leadership Challenge   | 1                       |
| LD650 | StrengthsQuest   | 2                       |
| LD700 | Leadership: Great Leaders, Great Teams, Great Results  | 1                       |
| LG100 | Introduction to the Legal Foundations of Supervising University Employees                        | 2 (Fall and Spring)     |

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|-------|---|---------------------|
| LG120 | Conducting Legally Effective Interviews                       | 2 (Fall and Spring) |
| LG140 | Preventing and Managing Absenteeism                           | 2 (Fall and Spring) |
| LG160 | Employee Discipline and Poor Conduct                          | 2 (Fall and Spring) |
| LG180 | Preventing Unlawful Harassment                                | 2 (Fall and Spring) |
| LG200 | The Fair Labor Standards Act (FLSA)                           | 2 (Fall and Spring) |
| LG220 | Privacy Rules and HIPAA                                       | 2 (Fall and Spring) |
| LG240 | The Family Medical Leave Act                                  | 2 (Fall and Spring) |
| LG260 | Understanding the Americans with Disabilities Act             | 2 (Fall and Spring) |
| LG280 | Returning an Employee to Acceptable Job Performance           | 2 (Fall and Spring) |
| LO101 | The Lean Office   | 2                   |
| LO102 | The 5S System   |                     |
| LO103 | Value Stream Mapping  |                     |
| LO104 | Kaizen Blitz  |                     |
| MG101 | The Management of Change                                      | 3                   |
| MG115 | Strategic Planning  | 3                   |
| MG116 | The University's Planning Process                             |                     |
| MG120 | Professional Ethics   | 3                   |
| MG180 | How to Interview  | 1-2                 |
| MG201 | Delegation: Creating the Climate for Teamwork                 | 3                   |
| MG280 | The Search Committee Process: Hiring Selections Made Easier   | 1-2                 |
| MG310 | Cooperative Negotiation Strategy                              | 1                   |
| MG380 | Motivation  | 2-3                 |
| MG401 | How to be a Supervisor  | 3                   |
| MG501 | How to Supervise  | 1                   |
| MG502 | The Managers/Supervisors Workshop                             | 1                   |
| MG510 | Meeting Skills  | 2                   |
| MG520 | Coaching  | 3                   |
| MG530 | Diversity in the Workplace                                    | 2                   |
| MG540 | Understanding the Impact of Four Generations in the Workplace | 2                   |
| MG550 | Generations: MEET for Respect in the Workplace                | 2                   |
| MR100 | Protecting the University                                     | 1                   |
| MR120 | Sound Fiscal Planning and Management                          | 1                   |

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|-------|--|-----------------------|
| MR130 | Systems Management   | 2                     |
| MR140 | AA/EEO for Managers/Supervisors  | 2                     |
| MR150 | Preventing Unlawful Harassment: Your Rights and Responsibilities as an AU Employee | 1-2                   |
| MR200 | Media Relations for Academic Professionals   | Spring                |
| MR250 | Employees of Concern   | 1-2                   |
| MR300 | Recognizing and Helping Students in Distress                                       | 1-2                   |
| PM100 | Supervisor's Introduction to Performance Management                                | 3 (beginning of term) |
| PM110 | Planning, Measurement, Feedback, and Evaluation                                    | 1 (early Spring)      |
| PM120 | Establishing and Explaining Performance Expectations                               | 3 (beginning of term) |
| PS101 | Problem Solving  | 2                     |
| TR100 | Train the Trainer: The Adult Learner   | 1                     |
| TR200 | Train the Trainer: On the Job Training   | 1                     |
| TR300 | Train the Trainer: The Preparation and Delivery of Classroom Training              | 1                     |
| TR400 | Train the Trainer Workshop   | 1                     |
| TW100 | Building and Sustaining a Service Culture  | 1-2                   |
| TW101 | Train the Trainer for Building and Sustaining a Service Culture                    |                       |
| TW200 | Effective Telephone Communication Skills   | 1-2                   |

#### **OFFICE MANAGEMENT**

|       |                                       |   |
|-------|---------------------------------------|---|
| OM100 | General Funds Management              | 2 |
| OM120 | Payroll and Benefits                  | 2 |
| OM130 | Student Financial Services Operations | 2 |
| OM150 | Procurement and Payment Services      | 2 |
| OM180 | Contracts and Grants Accounting       | 2 |
| OM200 | Contracts and Grants Administration   | 2 |
| OM220 | Property Control                      | 2 |
| OM240 | Student Development and Support       | 2 |
| OM260 | HR - Employment                       | 2 |
| OM280 | HR - Compensation                     | 2 |
| OM300 | Employee Relations                    | 2 |
| OM320 | HR - Performance Development          | 2 |

|       |  |                       |
|-------|--|-----------------------|
| OM340 | HR - Leave                                   | 2                     |
| OM380 | Facilities Management                        | 2                     |
| OM400 | Telecommunications                           | 2                     |
| OM460 | University Information and Procedures        | 2                     |
| OM600 | General Program Orientation                  | 3 (beginning of term) |
| OA100 | On-Course with Student Employment            | 2                     |
| OA110 | The Student Employee Supervisors Workshop    | 1                     |
| OA200 | How to Hire a Foreign National               | 3                     |
| OA210 | Immigration Law and AU Procedures 101        | 3                     |
| OS100 | Professionalism - Strategies for Advancement | 2                     |
| OS110 | Managing HR Records                          | 2                     |
| OS120 | Taking Minutes                               |                       |
| OS130 | FMLA and AU Procedures                       |                       |
| OS140 | Electronic Filing: Windows File Management   | 2                     |
| OS160 | Email Etiquette                              | 2                     |
| OS180 | Office Equipment                             | 1                     |
| OS200 | Systems Overview                             | 1                     |

#### **INFORMATION TECHNOLOGY**

|       |   |   |
|-------|---|---|
| CT120 | Customizing Your AU Access Portal Experience                                    |   |
| CT200 | Introduction to Banner Admin: The Internet Native Banner (INB) Financial System | 3 |
| CT201 | Introduction to Self Service Banner (SSB) Financial System                      | 3 |
| CT210 | Banner Finance - Contracts and Grants Accounting                                | 3 |
| CT250 | Reading Budget Balances in Banner and Other Related Budget Information          | 3 |
| CT300 | The Banner HR System: Personnel and Payroll                                     | 3 |
| CT301 | The Banner HR System: Problem / Solution  | 3 |
| PC905 | Introduction to Word 2007   | 1 |
| PC906 | Intermediate Word 2007  | 1 |
| PC907 | Advanced Word 2007  | 1 |
| PC908 | What's New in Word 2007   | 3 |

|       |  |                         |
|-------|--|-------------------------|
| PC910 | Mail Merge in Word 2007  | 3                       |
| PC912 | Working with Headers, Footers, Numbers, and Lists in Word 2007 | 3                       |
| PC914 | Word 2007: Ruler, Tabs, and Columns                            | 3                       |
| PC920 | Introduction to Access 2007                                    | 3                       |
| PC921 | Intermediate Access 2007                                       | 2                       |
| PC922 | Advanced Access 2007   | 1                       |
| PC930 | Introduction to Excel 2007                                     | 3                       |
| PC931 | Intermediate Excel 2007  | 2                       |
| PC932 | Advanced Excel 2007  | 1                       |
| PC940 | Introduction to Powerpoint 2007                                | 3                       |
| PC941 | Intermediate PowerPoint 2007                                   | 1                       |
| PC960 | GroupWise 7: Main Window, Mailbox, and Address Book            | 3                       |
| PC965 | GroupWise 7: Calendar, Scheduling and Advanced Features        | 3                       |
| PC200 | Basic Computer Skills  | 3 (usually end of term) |

#### **PERSONAL GROWTH/WORK LIFE**

|       |  |   |
|-------|--|---|
| ER101 | Learn to Read                                      |   |
| ER310 | R.A.D. - Self Defense for Women                    |   |
| ER330 | Care Options for our Parents in the 60+ Population | 1 |
| ER360 | Basic Estate Planning: Do I Really Need a Will?    | 1 |
| ER370 | Parenting Adolescents                              |   |
| ER375 | Balancing Work and Family                          | 1 |
| ER380 | Understanding and Stopping Domestic Violence       |   |
| ER351 | Money for Your Children's Education                | 1 |
| FM300 | Buy Now, Pay Later: Surviving in an Age of Debt    |   |
| FM305 | Buying a Home: The Right Time, the Right Steps     | 1 |
| FM400 | Principles of Retirement Planning                  | 3 |
| FM500 | Building and Maintaining Personal Financial Credit |   |
| FM510 | Savings and Investment Basics                      |   |
| FM550 | Budget Bailout: Expert Advice for Hard Times       |   |

|       |  |   |
|-------|--|---|
| FM600 | Self-Preparing Your Annual Tax Return  | 1 |
| FM610 | Annual Tax Return Preparation: Forms and Basic Schedules                       | 1 |
| FM620 | Annual Tax Return Preparation: Practice Tax Returns                            | 1 |
| HL261 | Herbal Medicine  |   |
| HL262 | Physical Fitness   | 1 |
| HL263 | Nutrition and Lifestyle in the Prevention and Treatment of High Blood Pressure | 1 |
| HL264 | Fitness and Recreational Services  | 1 |
| HL265 | Freedom from Smoking   | 1 |
| HL266 | Bones for Life: Preventing Osteoporosis  | 1 |
| HL267 | Diabetes 101   | 1 |
| HL268 | The "Fat" on Cholesterol   | 1 |
| HL269 | Breathing Easier: Taking Control of Asthma and COPD                            | 1 |
| HL270 | Drug Awareness: Understanding Chemical Dependency                              | 1 |
| HL271 | Stress Management  |   |
| HL272 | Decreasing the Cost of Your Medications  | 1 |
| HL300 | And We'll Have Fun, Fun, Fun: Family Vacations                                 | 1 |
| LB200 | Learning the Library Inside and Out  | 1 |
| MG300 | The Successful Interview and Effective Resume                                  | 1 |

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