MEDIA ADVISORY

FIU’s COLLEGE OF BUSINESS ADMINISTRATION TO OFFER HUMAN RESOURCE ADMINISTRATION PROFESSIONAL CERTIFICATE PROGRAM

WHAT: This program is designed for human resource professionals with one to seven years of experience and those transitioning into the field. It caters to professionals interested in increasing their knowledge of some of human resource management's more technical components and in learning about developments in and issues affecting the profession.

Topics covered in the program include:
• Legal Issues and Americans with Disabilities Act
• Selection Process: Questioning and Interviewing Skills
• Sexual Harassment and Workplace Violence
• Performance Appraisal and Compensation
• Training and Development and Synthesis Lab

WHERE: Miami-Dade Classes:  Broward County Classes:
FIU University Park  FIU Pines Center
11200 SW 8th Street  17195 Sheridan Street
Miami, FL 33199  Pembroke Pines, FL

WHEN: Miami-Dade County:
• Monday evenings, Aug. 25-Dec. 8, 2003
• Monday evenings, Jan. 26-April 19, 2004
• Wednesday evenings, April 14-July 14, 2004
• Monday evenings, Aug. 30-Dec. 6, 2004

Broward County:
• Tuesday evenings, Feb 3-May 4, 2004
• Thursday evenings, April 22-July 15, 2004
• Wednesday evenings, Sept. 1-Dec. 8, 2004

FEES: The program fee is $1,295, which includes tuition and instructional materials (fee is subject to change and is payable in advance).

LEARN MORE: By visiting the website at http://ope.fiu.edu/hr.htm, or contact Vince Daniels, Director of Business Development, at the College’s Office of Professional Education (305) 348-4217.

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