

**Human Resources Generalist Certification Curriculum  
2012 Enrollment Form**

Name: \_\_\_\_\_

<b>Core Class</b>	<b>Credits</b>	<b>ASE Member</b>	<b>Non-Member</b>	<b>Date(s)</b>
Business Writing I: Productive Letters, Emails & Memos	1	\$225	\$285	
Conducting Effective Performance Appraisals/Reviews	1	\$225	\$285	
Conducting Job Analyses and Writing Job Descriptions	0.5	\$125	\$165	
Designing, Preparing, and Updating Employee Handbooks	0.5	\$125	\$165	
Employment Law: Danger Zones	0.5	\$125	\$165	
Essentials for the New HR Professional	1	\$225	\$285	
HR Recordkeeping	1	\$225	\$285	
Wage and Hour Law	0.5	\$125	\$165	
Wage and Salary Administration Overview	1	\$225	\$285	
Win-Win Communication Skills	1	\$225	\$285	
<b>(8 Credits required) Total Core Credits and Cost</b>				
<b>Elective Class</b>	<b>Credits</b>	<b>ASE Member</b>	<b>Non-Member</b>	<b>Date(s)</b>
Advanced Wage and Hour Law: Exempt and Non-Exempt	0.5	\$125	\$165	
Developing and Implementing Effective Affirmative Action Programs	2	\$325	\$385	
Americans with Disabilities Act	0.5	\$125	\$165	
Compensation Plan Design	1	\$225	\$285	
COBRA Compliance	0.5	\$125	\$165	
Designing and Running a Successful Onboarding Program	0.5	\$125	\$165	
Documenting Discipline and Discharge	0.5	\$125	\$165	
Equal Employment Opportunity Issues: Avoiding Discrimination in the Workplace	1	\$225	\$285	
Family and Medical Leave Act	0.5	\$125	\$165	
Harassment Prevention: Promoting a Respectful Workplace	0.5	\$125	\$165	
Hiring and Firing within the Law	0.5	\$125	\$165	
HR Audit Basics	0.5	\$125	\$165	
Immigration Compliance for Employers	0.5	\$125	\$165	
Intermittent FMLA: Regaining Employer Control	0.5	\$125	\$165	
Interviewing Skills	1	\$225	\$285	
Interviewing Skills-Applied	1	\$225	\$285	
Legal Requirements for Temporary Employees, Independent Contractors, and Leased Employees	0.5	\$125	\$165	
Maintaining a Union-Free Workplace	1	\$225	\$285	
Managing Diversity	0.5	\$125	\$165	
Managing Leaves of Absence: Sorting Them All Out	0.5	\$125	\$165	
Managing within a Union Contract	0.5	\$125	\$165	
Managing Problem Employees: Communication & Documentation Strategies to Promote Improvement or Support Termination	0.5	\$125	\$165	
Market Pricing for Results	0.5	\$125	\$165	
Metrics for the HR Practitioner	1	\$225	\$285	
Negotiation Skills: Getting to Yes	1	\$225	\$285	
OFCCP Compliance Review: How Ready Are You? Self-Auditing Strategies for Affirmative Action Practitioners	2	\$325	\$385	
OFCCP's Approach to Compensation Analysis	1	\$225	\$285	
Performance Coaching for Managers	0.5	\$125	\$165	
Reducing Waste and Increasing Personal Productivity	0.5	\$125	\$165	
Requirements and Processing of US Work Visas	0.5	\$125	\$165	
Six Sigma and Lean for HR Professionals	1	\$225	\$285	
Social Media in the Workplace	0.5	\$125	\$165	
Strategic Planning	0.5	\$125	\$165	
Unemployment Compensation Overview	1	\$225	\$285	
Who Counts? Establishing Compliant Applicant Tracking	1	\$225	\$285	
Workers' Compensation Law	1	\$225	\$285	
Workplace Investigations: From Complaint to Resolution	0.5	\$125	\$165	
<b>(8 Credits required) Total Elective Credits and Cost</b>				
<b>Total Credits and Cost of Courses</b>				
*ASE's Member Certification			N/A	
Your Discounted Total Cost			N/A	

\*As an ASE member, by registering and pre-paying for all the courses necessary to receive certification, you receive a 10% discount off the entire certification cost.