

# Human Resources & Payroll Specialist

**Weeks Hours**

<b>1</b>	<b>Adult Education and Digital Literacy Fundamentals</b> – Acquire knowledge and experience with computer literacy, business math, and language skills through independent work, group projects, and class presentations.	<b>2</b>	<b>60</b>
<b>2</b>	<b>Introduction to HR Operations</b> - Learn components of Human Resource and Payroll operations. Explore and research organizational strategies and their connection to mission, vision, values, business goals, and objectives. Compare and contrast organizational culture across various industries, to deepen knowledge of traditions and unwritten procedures. Demonstrate applied learning concepts through presentations, group discussions, and workshops.	<b>2</b>	<b>60</b>
<b>3</b>	<b>Microsoft Office Applications</b> - Learn, study, and practice basic word processing, spreadsheet commands, and functions. Develop and exercise visual formatting presentation skills. Design professional presentations, brochures, and publications. Daily use of professional email, attachments, appointments, tasks, notes, and journals. Understand web browsers, designing and navigating web pages. Utilize MOS applications to support job-related functions, through hands-on work simulation activities and projects.	<b>3</b>	<b>90</b>
<b>4</b>	<b>Compensation and Benefits</b> - Research applicable laws and regulations to compensation and benefits such as monetary and non-monetary entitlement, wage, and hour, and privacy (COBRA, ERISA, FLSA, USERRA, HIPAA, PPACA, tax treatment). Define total rewards statements, healthcare plans, flexible benefits, retirement plans, and wellness programs. Communicate and present compensation and benefits programs.	<b>4</b>	<b>140</b>
<b>5</b>	<b>Employee Relations, Development, and Retention</b> - Learn and develop internal customer service skills, triage employee questions, answering or refer appropriately as the first level of support. Strengthen communication skills and deepen understanding of job quality and practices that support a healthy work environment. Facilitate applicant pre-screening of interview candidates, manage applicant databases, post job listings, and manage company social media and job boards. Coordinate activities to support employee programs and incentives.	<b>1</b>	<b>40</b>
<b>6</b>	<b>HR Law &amp; Regulations</b> - Learn, practice, and demonstrate knowledge of legal and regulatory environments, drawing connections between business functions, policies, and reporting requirements. Practice the implementation of confidentiality and privacy rules that apply to employee records, company data, business functions, policies, and procedures. Apply laws and regulations related to health, safety, security, and privacy (OSHA, HIPAA, Act, ADA, and Sarbanes- Oakley Act) through demonstrated skills and workplace simulated environment.	<b>3</b>	<b>90</b>
<b>7</b>	<b>Payroll &amp; Accounting</b> - Develop an understanding of pay structures and programs such as variable, merit, bonus, incentives, non-cash compensations, pay scales/ grades. Learn to navigate payroll processes - pay schedules, leave, and time-off allowances. Exercise critical thinking to resolve routine employee compensation and benefits issues. Use practical, hands-on curriculum integrated through a number of resources such as web-based applications, project-based education, group exercises, role-playing scenarios, and other materials as deemed necessary and relevant through industry standards.	<b>4</b>	<b>130</b>
<b>8</b>	<b>Record Keeping &amp; Data Entry (software)</b> - Learn the value of technology for collecting, storing, reviewing, and analyzing information. Access, collect, and provide information and data to support HR-related decisions. Maintain employee data and confidentiality. File management, processing forms, notices, announcements, new hire processes and forms, salary forms, performance, and termination paperwork. Prepare HR-related documents for reports, presentations, and organizational charts.	<b>3</b>	<b>110</b>
<b>9</b>	<b>Success Skills</b> – Learn self-presentation, communication, relationship building, and employment skills through daily practice in a simulated workplace environment. Uses practical, hands-on curriculum integrated through a number of resources such as web-based applications, project-based education, group exercises, role playing scenarios and other materials as deemed necessary and relevant through industry standards.	<b>3</b>	<b>90</b>
<b>10</b>	<b>Career Coaching and Development</b> –Learn how to complete an employment portfolio focusing on the following items: job applications, resumes, references, and cover and thank you letters. Mock interviews. Develop a Personalized Career Strategy, identifying future goals; develop employment portfolio, with resume and cover letter; respond to web-based employment ads; practice effective interviewing techniques in mock interviews. Learn problem solving, time management and other success skills through daily practice in a simulated workplace environment.	<b>3</b>	<b>90</b>
<b>Total Course Weeks/Hours</b>		<b>28</b>	<b>900</b>

