



PenEdu Learning & Consulting, LLC

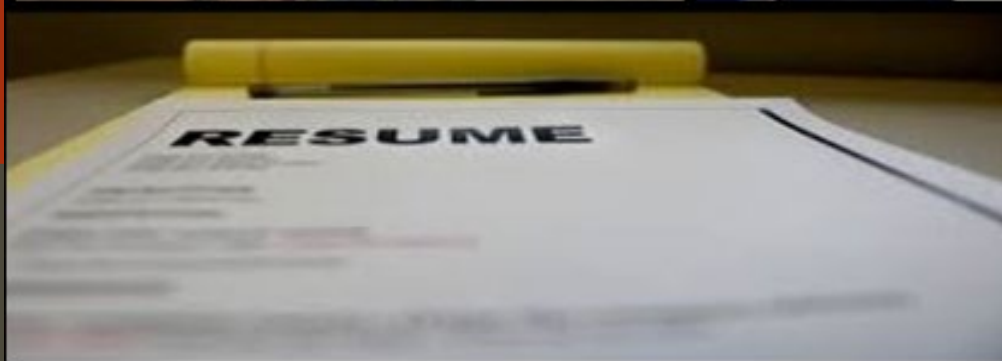
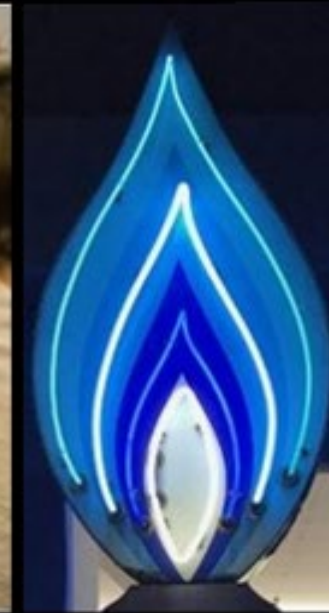
"Where questions become knowledge"

Member - *Energy Learning Network* a Consortium of Energy Industry Learning Professionals

Certificate in Human Resources- Regulations

Online courses in this Curriculum Block focus on Human Resources (HR). Human resources are the people who make up the workforce of an organization, business sector, or economy. "Human capital" is sometimes used synonymously with "human resources." HR regulations, policies and procedures are reviewed and explored in this program.

Course Curriculum





Certificate of Completion in Human Resources - eLearning

Introduction:

Participants who complete the curriculum outlined below will earn a **Certificate of Completion *in Human Resources Regulations***.

Participants that complete one or more of the Certificate of Completion programs often focus their work careers in an organization, performing functions in departments such as:

- Human Resources
- Security
- Gas Plant Operations
- System (Gas) Control
- Safety & Environmental
- Marketing
- Accounting & Finance
- Projects Managers
- Engineering & Technical Staff
- Clerical support

Curriculum Block in Human Resources - Regulations

Human Resources eLearning Training		
Topic	PenEdu Course	Hours
Core Curriculum		
HR Regulation	196 Americans With Disabilities Act (ADA)	25 minutes
HR Regulation	197 Fair Labor Standards Act (FLSA)	30 minutes
HR Regulation	198 Family and Medical Leave Act (FMLA)	40 minutes
HR Regulation	214 Civil Rights Act – Title VII	25 minutes
HR Regulation	215 Equal Pay Act	15 minutes
HR Regulation	216 Age Discrimination in Employment Act (ADEA)	20 minutes
HR Regulation	217 Sarbanes-Oxley Act: Ethics Awareness	45 minutes
HR Regulation	218 Sarbanes-Oxley Act: Overview	65 minutes

Human Resources eLearning Training		
Topic	PenEdu Course	Hours
Core Curriculum		
HR Regulation	202 Sexual Harassment Awareness	25 minutes
HR Regulation	203 Workplace Violence	25 minutes
HR Regulation	204 Diversity in the Workplace	30 minutes
HR Regulation	205 Creating an Alcohol & Drug Free Workplace	35 minutes
HR Regulation	206 Recognizing Substance Abuse in the Workplace	95 minutes
	Total	7.8 hours