



Catalog | 2015

Course Listings

Seminars



Online



Corporate Training



Master's Certificates



Enrollment

Updated: 01/01/2015

Corporate University

5637 N. Figarden Drive, Ste. 101, Fresno, CA 93722 | (559) 227-6115 | www.mycorpu.org

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Welcome to Corporate University...

On behalf of our staff and the many students who have taken our courses, it is my pleasure to welcome you to the Corporate University. I can assure you that you will find taking Corporate University courses a rewarding and beneficial experience.

The Corporate University extends a diversity of courses that you may consider taking. The courses are designed for real-world practical study and the skills and knowledge you will obtain may be applied to your current or future profession. You may take these courses by means of seminar / in-class instruction or online study if you prefer or are unable to attend a day time class. The courses are also designed to take in an accelerated time frame, completing them at your own pace. However applied, you can strengthen your résumé and job qualifications as well as strengthen your potential retention by an employer.

The Corporate University is financially affordable and in reach by anyone wishing to improve their educational level and professional development. Our continued mission and goal is to provide you with a quality education and excellence of service.

Here at the Corporate University, we remain available to provide the support you may need as you continue to pursue your education and professional development.



Dr. Fred J. Mora, Jr.
President
Corporate University

General Information

- Online:** www.mycorpu.org
- Phone:** (559) 227-6115 (M-F, 8:30 am to 4:00 pm)
- Fax:** (559) 251-0234
- Mail:** 5637 N. Figarden Drive, Suite. 101, Fresno, CA 93722
- Email:** enroll@mycorpu.org
- Payment:** Courses must be paid for in advance or at time of enrollment. All major credit and debit cards are accepted. Personal or company checks are accepted and payable to Corporate University.
- Location:** Our workshops are currently held at **DeVry University - Fresno Campus** located at 7575 N. Fresno St., Fresno, CA 93720, (559) 439-8595. Location is subject to change without notice.
- Terms:** Attending or participating in Corporate University classes are subject to our terms and conditions. You can view our terms and conditions at www.mycorpu.org/terms.html or within this catalog.

Have a question?

The Corporate University welcomes your questions, comments and suggestions. You can call us at **(559) 227-6115** or send us a question or comment using our website at www.mycorpu.org/contact.

Discounts

If you are valued member of the Human Resources Consortium, you are eligible for a 10% discount on all our seminar / workshop-type courses. Current members and veterans of the U.S. Armed Forces are eligible for a 15% discount on all our seminar / workshop-type courses. From time to time, the Corporate University may extend other discounts and incentives. Please check your email announcements for upcoming programs. Thank you.

Introduction & Policy Statement

The Corporate University is an educational and charitable 501(c)(3) non-profit organization. Our courses are primarily designed for individuals and businesses interested in professional development or continuing education. All our courses are considered intensives ranging approximately three (3) to five (5) hours in length and are concentrated in health and wellness, business, operations, management, and human resource management.

All hours associated with Corporate University courses are considered non-credit hours and are non-transferrable to any educational institution for academic credit toward a degree or other academic certificate program. Enrollment in any online or seminar course shall constitute an understanding and acceptance of Corporate University terms and conditions.

Mission Statement

The Corporate University is an extended education program designed to assist in enhancing the individual's professional qualifications, by strengthening their résumé, enhancing their self-esteem and self-confidence, and developing a more positive and empowering personal image.

Faculty

All instructors are respected professionals with many years of experience within their field. Most hold advanced degrees within their field of expertise. When chosen to serve as faculty, they receive an orientation into the learning modalities used by the Corporate University. Faculty offer invaluable life experience which greatly enrich the quality and practicality of our courses. Faculty make themselves available before, during, and after seminar courses which are offered in a classroom setting for professional interaction and consultation.

Rates and Material Fees

As a non-profit organization, Corporate University works to keep its training opportunities reasonably priced for the general public. Course enrollment rates reflected on our website and within this catalog are representative of individual participants enrolling and participating in our in-class workshops or seminars only. On-site corporate training rates are based on a contracted, hourly rate and are not to be confused with rates associated with in-class workshops or seminars.

Corporate University may assess a material fee to reasonably cover costs associated with, but not limited to, supplemental materials or workbooks. Material fees are separate and in addition to any enrollment fees.

Tuition and material fees are subject to change with or without notice.

Continuing Education Units or Credits (CEUs)

The Corporate University is currently a CEU provider or vendor for the following organizations:

- **California Community Care Licensing Division** (Administrator Certification Section). CEUs are offered for GH, RCFE and ARF programs.
- **HR Certification Institute (HRCI)** for professionals holding a PHR, SPHR, PHR-CA, SPHR-CA or GPHR certification. Specific course offerings are eligible for HRCI recertification credit.

HR Certification Institute Disclaimer



"The use of this seal is not an endorsement by the HR Certification Institute of the quality of the program. It means that this program has met the HR Certification Institute's criteria to be pre-approved for recertification credit."

Non-Credit Hours

All hours associated with Corporate University courses are considered non-credit hours and are non-transferrable to any educational institution for academic credit toward a degree or other academic certificate program.

Re-Enrollment and Credit

Individuals or businesses may re-enroll in any Corporate University course at any time (subject to availability). If a course is eligible for CEU hours/credit, it is recommended that the learner contact the provider, which issued their license or certification, to determine if they will receive credit for taking a similar course again. The Corporate University does not accept any form of responsibility should the learner be denied credit by their license or certification provider.

Cancellations, Refunds and Credits

Seminars/Workshops cancelled seven (7) or more business days prior to the course date will receive a refund. If you cancel within seven (7) business days of the course date, a 50% refund will be granted. Please note that if you do not attend or do not cancel as described above, you are responsible for the entire payment and no refund will be issued. If Corporate University cancels the course, you will receive a full refund.

Online courses purchased, but not started are eligible for a full refund. The Corporate University, at its discretion, retains the right to verify if an online course had already been started, prior to a refund being issued or authorized. An online course that has been started (no matter how far along the learner may be in the course) shall not be eligible for a refund.

Enrollment History, Certificates, and Online Access

Individuals who have enrolled in and taken Corporate University courses may access their enrollment history and conveniently print replacement training certificates online using the Corporate University's website. A username and secure password is required to access this content.

Please contact the Corporate University at (559) 227-6115 to request your login credentials.

Honesty & Integrity

All individuals participating in the educational process at Corporate University are expected to pursue honesty and integrity in all aspects of their professional development work. Any acts of dishonesty will be viewed as a serious violation of this statement and may subject the individual being barred from future enrollment in Corporate University courses. All acts of dishonesty will be thoroughly and reasonably reviewed.

Corporate On-Site Training

The Corporate University can work with organizations to develop and deliver customized learning solutions that integrate your business goals and employee development needs. Part of corporate training is to accentuate a workforce's core knowledge and learning processes all the while reinforcing company vision and ideology.

The Corporate University can make available all corporate training to be conducted on site for ease and convenience. Training can be scheduled as a short session or extend to a weekend or week-long session. The Corporate University will work with the organization in coordinating the needed training and make available all materials for those in attendance.

All training is conducted professionally by an experienced faculty member with ample opportunity for questions and answers, including interactive activities and stimulating presentations.

Grading & Evaluation Criteria

All courses offered under the Corporate University are considered continuing education and professional development in nature with no letter grade issued. For the purpose of online courses, a complete or incomplete grade may be issued to record an individual's eligibility to receive a certificate of completion at the end of the course. Upon the successful completion of a course, the learner will receive a Certificate of Completion. If a course is eligible for CEU hours/credit, the learner will receive a Certificate of Continuing Education. Certificates will include all pertinent information pertaining to the course taken, including, if applicable, CEU hours, vendor numbers and course ID numbers.

Course Withdrawals & Substitutes

Course registrants must notify the Corporate University of their intention to withdrawal from a course. Failure to notify the Corporate University may affect any possibility of the registrant receiving a refund. However, the registrant may substitute another individual in their place. Substitutions should be communicated at least 24 hours in advance of the course date. This can be done by contacting the Corporate University at (559) 227-6115 or via email at enroll@mycorpu.org.

Support

The Corporate University makes every effort to ensure the best in overall quality and instruction with every course. Should you require support at any time, please contact us at (559) 227-6115. Additional support can be found on our website at www.mycorpu.org.

Master's Certificate's of Professional Development (MCPD)

The Corporate University offers Master's Certificates of Professional Development. These highly coveted certificates provide a comprehensive form of study in one of three concentrations:

- Strategic Human Resources Management (SHRM)
- Supervisory and Management Development (SMD)
- Management and Organizational Development (MOD)



Each Master's Certificate Program (MCP) offers the individual or working professional the opportunity to expand their overall professional development, skills and knowledge by attending professionally developed courses. Each concentration has a set curriculum of courses that must be completed successfully before a Master's Certificate is conferred. Furthermore, there are no CEU or continuing education hours required to maintain your Master's Certificate.

The successful individual will receive a beautifully designed certificate which can be framed and hung in an office or home along with a personalized signed letter of accomplishment from the president and director of the Corporate University.

□ Strategic Human Resource Management Certificate

The Master's Certificate of Professional Development in Strategic Human Resource Management shall provide basic skills and knowledge for individuals, employees, and professionals looking into supervisory positions in their work field or profession, assisting in career placement, expanding opportunities in diverse industries, obtain a more competitive edge, prepare for the job market, or increase one's overall professional development. The program provides a fundamental knowledge of the foundations of managing human resources, including recruitment, selection, retention, compensation, internal employee relations, legal compliance, wage and hour issues, and various federal and California leaves of absences.

□ Supervisory and Management Development Certificate

The Master's Certificate of Professional Development in Supervisory and Management Development provides an in-depth understanding of the roles of both the supervisor and manager in the workplace whatever the business level; a personal inventory of the manager will be explored with applicable organizational behavior and how to effectively communicate, coach, work with, and motivate employees leading to better overall performance and efficiency; an extensive review of effective interpersonal communication skills will be explored, as well as workplace investigation, conflict resolution, and mediation practices. This is an excellent program for any individual who is looking to become, just recently promoted, or is currently a manager or supervisor.

□ Management and Organizational Development Certificate (Specialization)

The Master's Certificate of Professional Development in Management and Organizational Development provides the fundamental and upper level principles and experiential application of organizational development in profit, non-profit and even faith-based organizations. Consideration will be given to the functionality of the OD professional, his or her role and style of management, and applied diagnostics by the OD manager; a look at reinventing the organization and its applicable culture; significant application of methodologies, processes in the change process; a look at what works for any given organization in regard to proper fit of a recommended structure and / or design; and what the future of OD in the corporate world may look like.

Master's Certificate Program Enrollment

Online: www.mycorpu.org/mcp.php

Phone: (559) 227-6115

Fee: \$35.00 - One-time only, per program enrollment. Non-refundable.

An enrollment application and a one-time enrollment fee (per program enrollment) of \$35.00 is all that is needed to be considered for any of our programs. The enrollment fee covers some administrative costs, including a *Master's Certificate Program Binder* which is utilized to maintain a student's course materials and notes while working toward their Master's Certificate. Once your application and enrollment fee has been processed, you will receive a confirmation package in the mail which will include a cover letter, course catalog, course enrollment forms, your Master's Certificate Program Binder, and additional information and materials concerning the program concentration you initially enrolled in.

List of Courses

2015

★ Popular Courses

Seminar Courses

Seminar courses are taught in a professional classroom setting by skilled and knowledgeable instructors with years in their field/profession. Seminar courses are excellent choices for corporate training and can be coordinated to be held at a business site.

Course: **Your Attitude is Showing!** ★

Date: Jan 15 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus

Description:

This course will address the basics of knowing yourself and foundations of human relations with the emphasis of maintaining a positive attitude in interpersonal and work relationships; the connection between personality and attitude will be addressed; vertical and horizontal working relationships are addressed in context of decision making and management and subordinate work relations; the factor of work productivity is extensively reviewed and what contributes to happy work performance and high performance; stress management will be discussed; human frustrations associated with the relevancy of job satisfaction; attitudes among culturally diverse co-workers and the dynamic of communication.

Course: **Conducting Workplace Investigations**

Date: Feb 5 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD & SHRM **Location:** DeVry University - Fresno Campus

Description:

This course will address how you can conduct reasonable workplace investigations, avoid potential legal problems, gather information effectively and professionally, and how to document the entire process. The course will also cover the interviewing process with the complaining employee, the accused and any witnesses.

Course: **Wage and Hour Pitfalls: Fostering A Culture of Compliance**

Date: Feb 19 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus

Description:

This course will address the most common wage and hour issues employers, managers and supervisors experience when managing employees in the workplace. Furthermore, the course will provide an in-depth review on how to foster and maintain a compliant work environment. A review of recent wage and hour changes for the year and prospective state and national legislation may be presented.

Course: **Ethics and Moral Values in the Workplace** ★

Date: Mar 12 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus

Description:

This course introduces and explores the modalities of ethical behavior in the workplace; the effects of gender and moral reasoning will be explored; the application of ethical and moral behavior as influenced by the internal and external environments; general moral principles will be reviewed for management application.

Course: Becoming a Servant Leader in the Modern Workplace ★**Date:** Mar 26 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus**Description:**

This course will address the significance of what it means to be both a leader and a servant in the workplace. The founder of this movement, Robert K. Greenleaf, will be introduced and instruction will address his new paradigm thinking, starting with his perspectives on business ethics, strategic toughness, training and discipline, the relevance of servant – leadership in contemporary business functions, creating a culture for servant-leadership, and finding personal purpose in its application today and future.

Course: Conducting Performance Appraisals: Dealing with Trouble Spots**Date:** Apr 9 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus**Description:**

This course will concentrate on a overview into conducting effective employee performance evaluations, followed by an in-depth discussion and review of evaluation pitfalls and how they relate to common and frequent misconceptions when preparing for and presenting the employee's evaluation.

Course: Employee Coaching, Counseling and Self-Development**Date:** Apr 23 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus**Description:**

This course focuses on educating the learner on how to effectively influence, direct, teach or motivate others, either formally as a manager or supervisor, or informally as a team leader or team member. Emphasis will given on how to help enhance optimal working conditions for employees, help establish clear work responsibilities, provide guidance and support during times of transition, and ensure employee motivation and effective feedback. Case studies will be utilized to help develop appropriate skills.

Course: Implementing Effective Supervisory Skills ★**Date:** May 14 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus**Description:**

This course will focus on introducing fundamental and applicable supervisory skills to business owners, managers, and supervisors. A comprehensive overview of day-to-day job tasks, interpersonal communication, problem solving, leadership traits, documentation, employee coaching, effective listening and verbal skills, managing leaves of absences, pitfalls to supervising employees, determining a reasonable form of discipline, and when to terminate will be covered.

This is a great course for supervisors / managers who were recently promoted, possess little experience in managing personnel, or who would be interested in further developing their skills in this area.

Course: Your Organization's Behavior (OB) and Motivation**Date:** May 28 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus**Description:**

This course will address the world of organizational behavior (OB) and its implications in the workforce as an inter-disciplinary field study with theoretical and practical application. The meaning of OB will be explored and its historical and human relations movement. A summary contribution will be made by historically significant motivational theorists and their meaning and their use in the workplace. Case studies, personal awareness and growth exercises will be utilized.

Course: Dealing with Difficult Employees - Employees From Hell! ★

Date: Jun 11 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus

Description:

This course will address how to effectively deal with difficult employees in the workplace, while minimizing risk to the business. In discussing the topic of difficult employees, the course will concentrate on defining the problem employee, common warning signs, performance versus productivity as a factor, addressing difficult personality types, personal situations and discrimination, insubordination, absenteeism and tardiness, unlawful and intolerant activity, such as drugs and alcohol use, theft and dishonesty and workplace violence, and concluding with some employment labor law basics, such as at-will employment, employment contracts, offer letters, progressive discipline and making the decision to fire.

Course: Unlawful Harassment and Discrimination: Legal Implications! - * California AB1825 Compliant ★

Date: Jun 25 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus

Description:

This course will provide a more indepth overview of the legal implications of unlawful harassment and discrimination in the workplace; the effects of harassment and discrimination upon workers and the worksite; a review into the rights of the employee; and how the employer can take reasonable steps to reduce the liklihood of harassment and discrimination. * Highly recommended for managers / supervisors, and business owners.

Course: Interpersonal Communication and Skills Development (Part 1) ★

Date: Jul 16 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus

Description:

This course is one of a two part program. Part 1 will journey toward self-development. The course begins with an opportunity to take inventory of intrapersonal effectiveness, which entails understanding yourself and improving self-management skills, such as time-management and stress management. This course further helps the learner know him or herself which will help lead to increased personal and professional success and satisfaction; verbal and non-verbal communication skills will be explored, diversity in the workplace and how to conduct persuasive communication.

Course: Interpersonal Communication and Skills Development (Part 2) ★

Date: Jul 30 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus

Description:

This course continues where Part 1 left off with a journey toward the enhancement of one's persuasive skills - individually and audience. This course will further concentrate on understanding and working in teams, developing effective negotiations skills and role play; an emphasis will be placed on building team and work groups and in this context, managing conflict and achieving results through effective meetings and process consulting; the course will address how to effectively facilitate meetings, decision making, dealing with power and politicking, networking and mentoring, leading and empowering self; project management will be summarily addressed.

**Looking to Enhance Your Current Skills and Qualifications?**

Consider the Corporate University's
Master's Certificates of Professional Development!

→ Go to page 5 in this catalog to learn more!

Course: Conducting Pre-Employment Interviews: Saving You Years of Litigation! ★**Date:** Aug 13 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus**Description:**

This course will address compliant pre-employment guidelines for organizations as recognized by the state of California. In discussing the topic of conducting interviews, the course will concentrate on 1) defining the pre-employment process; 2) application process; 3) the significance and use of having complete job descriptions; 4) the art of interviewing; 5) knowing what to ask and not to ask of the applicant during an interview; 6) conducting more than one interview; 7) making a hiring decision; 8) drafting and offering a conditional offer of employment; 9) employment verifications / reference checks; 10) issue of negligent hiring; and 11) post-hiring testing, such as drug and alcohol testing, medical exams, criminal background checks, etc..

Course: Understanding and Working with FMLA, CFRA and PDL**Date:** Aug 27 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus**Description:**

This course will provide an indepth overview of the following leaves of absences: the federal Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (PDL). This course will further address the differences and similarities between each type of leave; review eligibility requirements; recent state and federal updates; and a review into the documentation process of each type of leave.

Course: Time Management: Key to Self Management ★**Date:** Sept 10 **Time:** 9:30 am to 12:30 pm **CEU Hours:** 3.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus**Materials Fee:** \$25.00 (Workbook - "How to Manage Your Time More Effectively", Inscape Publishing, Inc.)**Description:**

This course will help participants identify and overcome barriers to time management issues. Proven time management skills, time management approaches and time management strategy development will help determine how much energy, resources, and task coverage is needed. Participants will learn how to plan and organize their time for personal success. Checklists and deadlines don't have to be dirty words in your vocabulary! You're not alone in your quest to get organized. You will learn how to delegate, limit interruptions, and eliminate those piles of clutter on your desktop, and get more work accomplished each day.

Course: Human Resource Management from A to Z (Part 1)**Date:** Sept 24 **Time:** 9:30 am to 3:30 pm **CEU Hours:** 5.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus**Description:**

This course introduces the foundations of human resources management as understood and applied in our western culture; basic ethics of HR will be explored; diversity and equal employment opportunity be reviewed; clarification into exempt vs. non-exempt employment status; federal ADA compliant job descriptions will be discussed, as well as their usefulness and how they apply in the workplace.

**Online Courses**

Consider the Corporate University's online classes. They offer convenience and can be taken at the student's own pace!

→ Go online at www.mycorpu.org to learn more!

Course: Human Resource Management from A to Z (Part 2)

Date: Oct 15 **Time:** 9:30 am to 3:30 pm **CEU Hours:** 5.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus

Description:

This course continues from Part 1 and will focus on the pre-employment process, including advertising for a job, recruitment, interviewing, and selecting the right candidate. We will explore the development and significance of a conditional offer of employment with a strong emphasis on conducting background checks, such as criminal records, reference checks, educational verifications, physical exams, credit reports, and much more. Part 2 may be taken independent of Part 1.

Course: Conflict Resolution and Mediation Practices

Date: Oct 29 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus

Description:

This course will assist the learner in developing skills in the areas of mediation, facilitation, collaborative decision-making and other forms of problem solving and conflict resolution. Learn how to create more collaborative dialogue; how to effectively handle difficult situations and develop positive solutions; determine the difference between healthy and unhealthy conflict, when to become involved and what specific steps to take to effect resolution. Every office has its share of conflict and differences, and successful supervisors / managers should know how to effectively resolve them.

Course: Human Resources and the Law!

Date: Nov 12 **Time:** 9:30 am to 2:30 pm **CEU Hours:** 4.0 **MCP:** SHRM **Location:** DeVry University - Fresno Campus

Description:

This course opens the eyes of the learner into the legal aspects of HR management. An overview of common state and federal employment laws and regulations, including federal ADA regulations will be provided in context of HR management. In addition, the learner will take part in practical exercises which will provide the learner the chance to practice and refine HR techniques; and acquire an understanding of recent common law court decisions affecting human resource management in the workplace.

Course: Management and Leadership Effectiveness

Date: Dec 10 **Time:** 9:30 am to 12:30 pm **CEU Hours:** 3.0 **MCP:** SMD **Location:** DeVry University - Fresno Campus

Description:

This course entails a grass-roots study of general management and leadership values. Among managers in the workplace, there is typically a misunderstanding between management and leadership principles. This course will lay aside these misconceptions. The characteristics of management methods and situational leadership are studied for workplace application. You can't go wrong by taking this course.

Online Courses

Online courses offer a convenient method of taking Corporate University classes. The participant can take our online classes at any time during the day or night. Employers can easily integrate them into their training programs. Course certificates are offered and printable upon the successful completion of an online class.

Online Course: **Sexual Harassment Training for Supervisors** (California AB1825 Compliant)

Enrollment: mycorpu.org/online_education.php **Group Enrollments (2+ Enrollees):** Call (559) 227-6115

Description:

This online course addresses unlawful sexual harassment and discrimination in the workplace. California companies with 50 or more employees are required to provide two (2) hours of sexual harassment prevention training to all supervisors within six months of hire or promotion, and every two years thereafter.

Corporate University's online training course meets the CA AB1825 requirements for California harassment training. A course certificate is provided upon the successful completion of the course.

Online Course: **Sexual Harassment Training for Non-Supervisors**

Enrollment: mycorpu.org/online_education.php **Group Enrollments (2+ Enrollees):** Call (559) 227-6115

Description:

This online course addresses unlawful sexual harassment and discrimination in the workplace for non-supervisors. Quickly and easily teach non-supervisory employees the fine line between appropriate and inappropriate behavior.

A course certificate is provided upon the successful completion of the course.

Update On Future Online Classes

In 2015, the Corporate University will be working on introducing more online e-based courses for the general public and businesses. We've received several requests and inquiries last year as to whether we would be expanding our online course offerings. We listened to your feedback and have decided to increase our number of online-based classes.

We understand that the trend, for both businesses and the general public, is leaning more toward e-learning. As such, it is our goal to initially focus our development on courses which apply to our current Master's Certificate Programs. For both our current and future certificate program enrollees, we anticipate a rich, online educational experience which can be accomplished in less time versus the traditional attendance of in-class workshops or instruction.

As online classes become available, the Corporate University will be sending out email notifications to all our valued current and past attendees.

Thank you for your input and contribution in making Corporate University better!

Other Available Courses

Corporate University makes available a number of other professional courses for on-site corporate training purposes only. If you are a business owner, department manager, or HR professional, and you would like to learn how we can offer these courses to your staff or management personnel, please contact us at (559) 227-6115 or online at www.mycorpu.org.

Course: **Social Networking: Benefits and Risks for Today's Business**

CEU Hours: 3.0 **HRCI Credit:** 0 **Location:** On-site Corporate Training

This course can be coordinated and scheduled for on-site training for your organization. Please call the Corporate University at (559) 227-6115 to arrange for this course.

Description:

This course will immerse the learner into the world of social networking, including a review of the benefits and risks associated with social networking in and outside the workplace; issues associated with employee use of email, texting, blogging and posting will be explored; sample workplace e-policies and recommended wording will be shared; social media pitfalls will be identified; as well as legal implications associated with the conducting of background checks and job applicant searches.

Course: **Sexual Harassment Training** (Supervisor or Non-Supervisor Training)

Location: On-site Corporate Training

This course can be coordinated and scheduled for on-site training for your organization. Please call the Corporate University at (559) 227-6115 to arrange for this course.

Description:

This course is offered in two ways: 1) non-supervisor training (1-hour of instruction), or 2) supervisor training (minimum of 2-hours of instruction). Supervisor training meets California AB1825 supervisor training requirements. The course addresses unlawful sexual and general harassment and discrimination in the workplace. Course certificates are provided.

Course: **Gossiping, Fault-Finding, Back-biting, and Slander: A Workplace Nightmare!**

CEU Hours: 3.0 **HRCI Credit:** 0 **Location:** On-site Corporate Training

This course can be coordinated and scheduled for on-site training for your organization. Please call the Corporate University at (559) 227-6115 to arrange for this course.

Description:

This course will address the inhering dangers of gossiping in the workplace, as well as strategies and remedies to managing and reducing gossiping, fault-finding, backbiting, and slander among personnel. In addressing the topic of gossip in the workplace, the course will concentrate on how gossiping is defined and the reasons and rationale involved in how it may take root in the workplace.

Course: **Responding Sensibly to California Unemployment Insurance Claims!**

CEU Hours: 3.0 **HRCI Credit:** 0 **Location:** On-site Corporate Training

This course can be coordinated and scheduled for on-site training for your organization. Please call the Corporate University at (559) 227-6115 to arrange for this course.

Description:

This course introduces the California State Employment Development Department (EDD) and regulations affecting the intricacies of the unemployment insurance claim process, and rights of the employee and employer. The appeals process is reviewed and how to properly respond and appeal to an employee claim for unemployment.

Master Certificate Program Courses 2015

Strategic Human Resources Management (SHRM)

- Conducting Workplace Investigations, *2/5/15*
- Wage and Hour Pitfalls, *2/19/15*
- Ethics and Moral Values in the Workplace, *3/12/15*
- Conducting Performance Appraisals, *4/9/15*
- Dealing with Difficult Employees, *6/11/15*
- Unlawful Harassment & Discrimination, *6/25/15*
- Conducting Pre-Employment Interviews, *8/13/15*
- Understanding and Working with FMLA, CFRA & PDL, *8/27/15*
- HR Management from A to Z (Part 1), *9/24/15*
- HR Management from A to Z (Part 2), *10/15/15*
- HR Management and the Law, *11/12/15*



Supervisory and Management Development (SMD)

- Your Attitude Is Showing, *1/15/15*
- Conducting Workplace Investigations, *2/5/15*
- Becoming a Servant Leader in the Modern Workplace, *3/26/15*
- Coaching, Counseling & Self-Development, *4/23/15*
- Implementing Effective Supervisory Skills, *5/14/15*
- Your Organization's Behavior (OB) & Motivation, *5/28/15*
- Interpersonal Communication & Skills Development (Part 1), *7/16/15*
- Interpersonal Communication & Skills Development (Part 2), *7/30/15*
- Time Management: Key to Self-Management, *9/10/15*
- Conflict Resolution and Mediation, *10/29/15*
- Management & Leadership Effectiveness, *12/10/15*



Management & Organizational Development (MOD)

As of January 1, 2015, the MOD Master's Certificate will be considered a specialization certificate.

Members of the public, including managers, supervisors, HR professionals, and business owners desiring a more indepth understanding and application of Organizational Development (OD) may enroll in this specialized certificate through the Corporate University.

Classes for this certificate may be offered online, through a virtual online classroom, or at your business site.

For more information, call us at (559) 227-6115 or visit us online at www.mycorpu.org/mcp.php



Corporate University
Course Planning Calendar

Year: _____

This planning calendar has been provided to assist you in planning out your classes. As you go through the catalog, insert the name of the course and other pertinent information you wish to remember in the month in which you plan to attend the class. Feel free to make additional copies of this planning worksheet for your convenience.

January	February	March
April	May	June
July	August	September
October	November	December

Notes:



Corporate University Administration

Dr. Fred J. Mora, PsyD,
President / Chair

Fred J. Mora, III, MA,
Program Director

The Corporate University is a 501(c)(3) educational and charitable nonprofit organization which offers an extended education program designed to assist individuals by enhancing their professional qualifications, strengthening their résumé, enhancing self-esteem and self-confidence, and developing a more positive and empowering personal image.

