

# HIRE FOR CHARACTER. TRAIN FOR SKILL.

## Professional Certificate in Human Resources Management



**HR managers plan, direct, and coordinate administrative functions and oversee the hiring of new staff.** They function as consultants, and work hand-in-hand with department managers to provide guidance and advice on handling disputes and disciplinary action. Effective HR managers have strong decision-making, leadership, organizational and interpersonal skills. Build a career in the people-side of business and set the standard for organizational success through effective employee-employer relations.

Get a comprehensive look into the common issues facing today's employers including labor and employee relations, employee recruitment, selection and retention, compensation and more. Courses are focused and hands-on, and include special projects, case studies and role-playing activities to help solidify and reinforce the learning. If you're exploring a career in human resources or currently serve as a manager, supervisor, staffing professional or consultant, this certificate will provide you with a professional edge and advance you to the next level in your career.

### WHAT YOU'LL LEARN

Factors surrounding common issues facing today's employers

Core principles relating to human resources management including hiring, recruitment, compensation, supervision and retention of staff

Best practices for employee benefit administration, insurance and risk management, human resources law, labor relations and workers' compensation

 **TOTAL UNITS**  
15

 **TUITION**  
\$2,960

 **COMPLETION TIME**  
9-12 months

 **FORMAT**  
Online



**CONNECT WITH AN ADVISOR**  
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## BENEFITS OF EARNING A CERTIFICATE

There are several reasons why, Bachelor's degree in hand, you might be considering continuing your studies. An upgraded education section on your resume can open the door to a new career, or, if you're already working, lead to a promotion and a higher salary. While you're working, going back to school is an excellent way to stay current in rapidly changing fields, or, if you've been away from the workforce for a while, to quickly get caught up in the latest trends, concepts, and advances.

While there are as many paths to follow, as there are reasons to follow them when approaching continuing education, there is enormous value in terms of time, financial investment, and personal flexibility while gaining practical training from working professionals in your industry that extends beyond the theory of the classroom and into the real world.

### KEY BENEFITS INCLUDE:

- UC quality curriculum
- Professional endorsements
- Schedule flexibility
- Variety of courses and programs
- Instruction from professional leaders in the industry

## FLEXIBLE PAYMENT OPTIONS

One-Time Tuition	Pay-As-You-Go
<p>Save 20% on the entire program tuition of \$2,960 by paying in full upfront.</p> <p><b>\$2,368 FULL TUITION</b></p>	<p>Pay per individual course as you register.</p> <p>COURSE TUITION RANGE <b>\$555-\$740</b></p>

\*Learn more about [tuition assistance](#).

## CAREER INFORMATION

 <p><b>IN-DEMAND FIELD</b> Jobs are projected to grow at a rate of 7% over the next 5 years.</p>	 <p><b>STRONG EARNING POTENTIAL</b> Median Salary <b>\$155,790</b></p>	
 <p><b>VARIETY OF JOBS TO CHOOSE FROM</b></p> <ul style="list-style-type: none"> <li>• Director of Human Resources</li> <li>• Employee Benefits Manager</li> <li>• Employee Relations Manager</li> <li>• Human Resources Manager</li> <li>• Human Resources Director</li> </ul>	 <p><b>SKILLS FOR SUCCESS</b></p> <ul style="list-style-type: none"> <li>• Management of Personnel Resources</li> <li>• Negotiation</li> <li>• Judgement and Decision Making</li> </ul>	 <p><b>REALITY CHECK. WHAT YOU WILL DO ON THE JOB.</b></p> <ul style="list-style-type: none"> <li>• Negotiate labor disputes</li> <li>• Liaise between departments or other groups to improve function or communication</li> <li>• Administer compensation or benefits programs</li> <li>• Analyze data to inform operational decisions or activities</li> <li>• Advise others on legal or regulatory compliance matters</li> </ul>

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## STUDY PLAN

Our certificate programs are designed to be flexible, allowing you the option to take just a few courses or earn the complete certificate. If choosing to complete the certificate, we recommend you get the most out of your experience by following the suggested completion path below.

Required Courses		
QUARTER		UNITS
1	Human Resources Management <a href="#">MGT X452.1</a>	3
	Labor and Employee Relations <a href="#">MGT X452.3</a>	3
2	Employee Recruitment, Selection, and Retention <a href="#">MGT X452.2</a>	3
	Compensation Administration <a href="#">MGT X452.4</a>	3
3	Elective	

Elective Options		
QUARTER		UNITS
3	SHRM Certification Prep+ <a href="#">MGT X455.1</a>	4
3	Effective Performance Management <a href="#">MGT X470.74</a>	3
3	Employee Benefit Administration <a href="#">MGT X 452.41</a>	3
3	Organizational Behavior Dynamics <a href="#">MGT X479</a>	3
3	Performance Appraisal and Evaluation <a href="#">MGT X450.8</a>	3
3	Principles of Risk and Insurance Management <a href="#">MGT X452.42</a>	4
3	Employee Training and Development <a href="#">MGT X452.8</a>	3

## ARE YOU READY FOR YOUR NEXT STEP?

Schedule an appointment with an [Advisor](#) to get started. [extension.ucr.edu/advisors](http://extension.ucr.edu/advisors)



\*For a full list of policies and procedures, check our [website](#).