

**UCLA** Extension

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**Business, Management, and Legal Programs**

# Human Resources Management Certificate

A 9-Course Professional Program

# Start a Career in Human Resources

Human Resources practitioners are faced with unprecedented challenges and opportunities in meeting the needs of competitive business organizations. To meet these challenges successfully requires up-to-date information and current perspectives on the strategic alignment of the HR function with corporate objectives.



## The Profession

Workers are as critical an asset to an organization as financial or material resources. HR professionals help a company manage its employees and enhance their performance and therefore are integral to the success of businesses across all industries.

The field of human resources management offers a wide range of potential career paths, including:

- Recruiting and Placement Manager
- Development and Training Specialist
- Compensation Specialist
- Benefit Specialist
- Employee and Labor Relations Supervisor
- Health, Safety, and Security Specialist
- Dispute Resolution Specialist

Human resources management positions tend to be well-paying with room for growth and career advancement. As a result, competition for jobs can be fierce but the U.S. Bureau of Labor Statistics predicts that the field will grow faster than average in the coming years. Advanced training and certification can certainly boost the job prospects of aspiring human resources professionals.

## Prepare for your Career with UCLA Extension

UCLA Extension professional certificates are recognized by businesses and organizations throughout the U.S. and abroad based on their academic excellence and emphasis on real-world learning. The 9-course Human Resources Management Certificate is designed to meet the market demand for qualified human resources professionals and the desire by individuals to increase their knowledge in human resources management.

UCLA Extension works closely with industry professionals, advisory boards, and professional associations to ensure that the curriculum is relevant to current trends and practices.

- Academic Excellence: Certificates and courses that are approved by the UCLA Anderson School of Management
- Broad and Comprehensive Curriculum: Choose from dozens of courses that provide students with a current and comprehensive grounding in the major areas required for today's HR professional
- Real-World Learning: Instructors who are industry experts, leaders, and professionals with extensive hands-on experience
- Flexibility and Convenience: Live classroom sessions on the UCLA campus or at our facility in downtown Los Angeles, as well as instructor-led online courses
- Networking Opportunities: Advance your career prospects by networking with peers, instructors, and industry professionals

Whether you are considering career transition or are currently in the field and wish to expand your career options, UCLA Extension has the program options to meet your professional needs!

The Human Resources Management Certificate offers a current, comprehensive, and practical grounding in the major areas required of a human resources professional. The courses for this 36-unit program are conveniently scheduled and offer direct skills practice along with expert guidance from instructors who are practitioners or consultants in the field.

Candidates completing this program are **awarded the Gold Seal Certificate of the University of California** signed by the Dean of UCLA Extension.

# Program Overview

## Program Features and Benefits

- Instructors who are highly experienced human resources professionals and current practitioners in the field
- Ongoing certificate advisory services to help students plan their course of study based on their needs and schedules
- Flexibility to complete coursework through live, classroom sessions or instructor-led online classes
- Career development opportunities through an internship program and professional association affiliations

## Program Requirements

### **Students must:**

- Submit an Application for Candidacy with a nonrefundable application fee
- Complete all seven core courses and two elective courses for a total of 36 units
- Receive a grade of "C" or better in all of the required courses
- Complete the two-day seminar, Ethics for Human Resources Professionals, at any time during the program
- Complete the curriculum within five years

## Transfer of Courses

A maximum of two courses may be transferred into the Human Resources Management Certificate. Courses must have been completed within the last five years from an accredited institution in the United States. Our Certificate Program Advisor will work with you to answer your specific questions.

## Program Curriculum

### **Group A: Seven Core Course**

|           |  |
|-----------|--|
| X 450     | Elements of Human Resources Management                             |
| X 450.03  | Financial Aspects of Human Resources Management                    |
| X 450.2   | Talent Acquisition   |
| X 450.31  | Compensation Programs: Administration and Design                   |
| X 450.32  | Benefits Programs: Administration and Design                       |
| X 450.34  | Employee Relations and Legal Aspects of Human Resources Management |
| X 482.201 | Human Resources Development  |

### **Group B: Electives (Two Required)**

|           |  |
|-----------|--|
| X 450.35  | Strategic Human Resources Management     |
| X 450.36  | Human Capital Management                 |
| X 450.50  | Internship in Human Resources Management |
| X 450.65  | International Human Resources Management |
| X 482.203 | Advanced Human Resources Management      |

### **Ethics Requirement**

|        |  |
|--------|--|
| 859.50 | Ethics for Human Resources Professionals |
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# Corporate and Custom Training

## UCLA Extension's Custom-Designed Programs

What is a "custom-designed program"? At UCLA Extension, it is a program tailored to meet the specific needs of a particular domestic or international group of participants. Many custom-designed programs are adaptations of other courses and programs that UCLA Extension has offered in the past.

The content of each course or program can be expanded, contracted, and/or adapted to meet the needs of specific clients. Instruction typically runs from one-to-three weeks; however, more intensive programs can last up to 12 weeks.

Custom-designed programs can be offered on the UCLA campus in Los Angeles or delivered at the client's chosen site. When programs are held in Los Angeles, relevant course-related site visits can serve to reinforce and complement classroom lectures and discussions. Experienced interpreters can also be provided as needed.

UCLA Extension has access to instructors who are leaders in areas such as digital media, education, entertainment, entrepreneurship, environmental issues, financial services, international trade, law, transportation, and many other topics. The majority of our instructors are working professionals who are practitioners in their respective fields and who bring a practical, hands-on perspective to our courses and programs. As part of the University of California, Los Angeles, UCLA Extension has a direct link to one of the finest universities in the world.

## The Manager's Tool Kit

This complete training package of practical, up-to-date, and relevant courses is aimed at equipping you with the basic set of skills to manage — and lead — in today's workplace. The individual one- and two-day seminars address such vital issues as communications, team building, employer/employee rights, workforce diversity, and conflict resolution. They serve as building blocks to help create a foundation of knowledge for new supervisors and managers, and as refresher courses for those with experience. Models, case studies, and interactive and small-group exercises are utilized throughout the series to help you apply what you are learning to your own situation on the job.

## Contact Our Corporate/ Custom Program Unit

Organizations seeking to expand management and leadership expertise, as well as encouraging entrepreneurship, innovation, and creativity, will surely benefit from UCLA Extension custom-designed programs.

Learn how we can help your organization meet its professional development and corporate training objectives by contacting us today. **Call (310) 206-4149 or email [customprograms@uclaextension.edu](mailto:customprograms@uclaextension.edu).**

# Career Resources and Industry Certifications

## Internship in Human Resources Management

The internship provides practical experience in human resources management with companies or institutions within the private or public sectors. Projects and assignments include, but are not limited to, employment recruitment and selection, employee relations, training and development, performance appraisals, compensation, and benefits. Qualified students are placed in job settings for a minimum of 75 hours. Companies offering internships do so with no obligation to provide compensation to interns. The internship is a practical application of material studied previously in various classes in the Human Resources Management Certificate.

For more information about eligibility requirements, application and enrollment processes, or any other questions regarding internships, please call **(310) 206-4271**. For companies wishing to provide internship opportunities, please call **(310) 206-4271**.

## Recertification Credit for Human Resources Professionals

These courses have been approved for recertification credit hours toward PHR®, SPHR®, and GPHR® recertification through the Human Resources Certification Institute (HRCI). HRCI is an affiliate of the Society for Human Resources Management. For information about recertification visit [hrci.org](http://hrci.org).

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



## Professional Associations

Members of the following receive a 10% discount on fees for UCLA Extension courses in human resources management.

### PIHRA

**Professionals in Human Resources Association**  
550 Continental Blvd., Suite 120  
El Segundo, CA 90245  
Telephone: (800) 734-5410  
Fax: (310) 416-9055  
Website: [pihra.org](http://pihra.org)

### SHRM

**Society for Human Resources Management**  
1800 Duke Street  
Alexandria, VA 22314  
Telephone: (800) 283-SHRM  
Fax: (703) 535-6490  
Website: [shrm.org](http://shrm.org)



**“**The Human Resources Management Certificate has opened doors for me in professional organizations and added credibility to my resume. Most importantly, I've learned the most current HR practices from all of the instructors in the program. I was given the opportunity to network with others, making long-term friendships and professional strides toward a new career. **”**

**Nancy Lee Carnahan**

**“**I completed the Human Resources Management Certificate entirely online and truly enjoyed the experience. I learned from instructors who are highly qualified and have vast experience in this field. UCLA Extension has honed my human resources management skills and I look forward to beginning my career. **”**

**Laura Sahagun-Herren**

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Get started in Human Resources now!

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