Human Resources Management Certificate Program

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Improve Your Career Options with a Professional Certificate

Human Resources Management Certificate Program

Highly regarded by local employers for its real-world focus, immediate applicability in the workplace and up-to-date information on domestic and international human resources practices, the online HR Management Certificate helps students develop the specific skills and knowledge required to work as a human resources professional in the private or public sector. Coursework stresses practical information and techniques useful in identifying, attracting and retaining employees, and in positioning human resources as a strategic business partner in a highly competitive work environment.

Program Benefits

- Increase your knowledge of staffing, compensation, employee relations, recruitment, organizational development, training, and benefits.
- Expand your awareness and knowledge of government regulations.
- Learn to successfully integrate new technologies in the human resources function.
Who Should Attend

This certificate program will benefit those working in or who wish to enter the field of human resources, including human resources generalists, assistants, trainers, recruiters, staffing specialists, office managers of small to medium-sized companies, managers who will soon be supervising employees and people seeking a career change.

Certificate Requirements

A certificate is awarded upon completion of six required courses and two electives, each with a grade of "C" or better. This program of study entails 250 hours of instruction.

Certificate candidates must apply for and receive official acceptance into the Certificate Program before completing the third class in which he/she enrolls. Candidates must submit an application for candidacy form along with the (non-refundable) candidacy fee prior to completion of the third course. After all steps of the application process have been completed, applicants will be notified by mail of their acceptance as certificate candidates.

After you have completed all requirements you must request to receive your official certificate by completing the Request for certificate form and returning it to our offices as noted on the form.

On-Site Training

Bring this program to your workplace. Through Corporate Training, we can deliver this program or customize one that fits your company's specific needs. Visit ce.uci.edu/corporate or call (949) 824-1847 for information.

Course Discount

Members of the American Society for Training and Development (ASTD) – Orange County Chapter can receive a 10% discount on courses in the E-Learning Instructional Design certificate. To find out more, visit ce.uci.edu/hr.

Free Webinars

Free webinars are offered several times a year and are packed with information about the Human Resources Management program, courses being offered in upcoming quarters and industry topics and trends. Visit ce.uci.edu/events to view the schedule, register for an upcoming webinar or view on-demand events.

“Employment of human resources specialists is expected to grow 21 percent from 2010 to 2020, faster than the average for all occupations. Job opportunities should be good overall, especially in the employment services industry.”


For more information:
Daniel Powers
Program Manager
(949) 824-5592
edu-bus@unx.uci.edu
Curriculum

Required Courses

Foundations of Human Resources Management
MGMT X450.1 (4 units)
Human resources management is vital to the financial health and productivity of all organizations. This important function provides the crucial link between management and employees in the public and private sector. In this course you will learn the fundamentals of human resources management. Begin by acquiring an in-depth understanding of the charter and mission of human resources in the industrial, service and public sectors. Then, multiply your role and knowledge of the major elements of the personnel process including recruiting, interviewing, wage and labor issues, benefits, compensation, employment, regulations, documentation and termination, while gaining an insider’s grasp of employee relations, work force diversity and human resources planning and research. Finally, you will address various theories regarding employee morale, organizational behavior and group dynamics. If you are interested in changing or advancing your career, this course will give you an overview of this growing field.

Compensation and Reward Systems
MGMT X450.2 (4 units)
Learn the skills you will need to recruit, hire and retain qualified individuals who can meet the growing and changing needs of your organization. Explore the hiring process including the administrative preparation, direct hiring activities, retention practices, and related employment laws. Understand the ins and outs of applicant sourcing, effective interviewing, and accurate assessment and evaluation, while gaining a clear understanding of your role as a human resources professional in interfacing with management and other staffing decision makers. Discussion topics will include importance of staffing metrics, tips and tools for recruiting on the web, and a review of creative recruiting methods.

Employee Benefits
MGMT X450.3 (4 units)
Increase your understanding of all phases of wages, salaries, bonuses and incentives as they relate to various industries, functions and levels of your organization. Learn how to set and reach realistic compensation goals and create comprehensive job descriptions and effective job evaluations, while exploring the legal requirements of employee compensation. This course also gives you the latest facts about wage and salary surveying practices, the most advanced techniques for relating job performance to compensation and developing individual and group incentive programs as part of employee total compensation.

Human Resources Management
MGMT X450.12 (4 units)
This course covers the primary basic federal and state laws which come to bear on the practice of human resources management, and which govern employer-employee relations. The course addresses employment law topics including employment at-will, wrongful discharge, employment discrimination, harassment in the workplace, employment contracts, defamation, leaves of absence, employee privacy issues, wage and hour issues, and collective bargaining agreements. The course also will help students organize and create a fair and positive working environment, and avoid costly lawsuits by learning how to design and implement employment policies and practices that are lawful and effective. Students will learn effective ways in which to conduct investigations into employee misconduct, and will be given an opportunity to apply various employment law subjects to actual and hypothetical problems discussed in class.

Training and Human Resources Development
MGMT X450.21 (3 units)
Learn the skills you will need to train, hire and retain qualified individuals who can meet the growing and changing needs of your organization. Explore the hiring process including the administrative preparation, direct hiring activities, retention practices, and related employment laws. Understand the ins and outs of applicant sourcing, effective interviewing, and accurate assessment and evaluation, while gaining a clear understanding of your role as a human resources professional in interfacing with management and other staffing decision makers. Discussion topics will include importance of staffing metrics, tips and tools for recruiting on the web, and a review of creative recruiting methods.

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For class schedule, visit ce.uci.edu/hr
Elective Courses (Choose Two)

Modern Business Writing
MGMT X446.4 (2.5 units)
Effective writing is a powerful tool in the business environment. Learn how to articulate your thoughts in a clear and concise manner that will allow your ideas to be better understood by your readers. Improve your business writing skill by learning to select and use appropriate formats for your audience, use the correct medium and adjust your writing style accordingly, as well as identify your objective and communicate it clearly. You'll also learn to spot, correct and avoid the most common writing pitfalls, and gain valuable experience analyzing, writing and revising a wide spectrum of business documents. From a simple interoffice memo to a twenty-page business proposal, learn how to put good business writing to work for you.

Performance Management: Leading for Greater Results
MGMT X496.01 (2.5 units)
The role of management is being significantly redefined by the accelerating rate of change impacting organizations, the escalating unpredictability of the competitive environment, and the increasing significance of the customer as a key stakeholder. Survival and success of the organization will depend much more on management's ability to inspire initiative, involvement, and commitment by people at all levels of the organization and much less on the decisions of executive management. You will establish a systematic process for planning work and setting expectations, monitoring performance, developing a capacity for performance and rating and rewarding performance. Through dialogue, assessment, hands-on and team problem solving, and feedback, you will solve the puzzles of defining the job, setting standards, giving feedback and aligning performance measurements for individuals, teams, business units and entire organizations.

Foundations of Leadership
MGMT X497.32 (2 units)
Examine leadership and how it helps organizations achieve goals and bottom line results. Components of leadership, leadership styles, and sources of power will be explored.

Conflict Resolution
MGMT X497.35 (2 units)
Examine conflicts that occur between individuals, and in teams, departments, or organizations. Types of conflict, styles of conflict, and conflict resolution strategies will be explored.

Linking HR to Business Success
MGMT X450.95 (2.5 units)
The successful HR professional is accepted by management as a partner who positively contributes to the business’ success. This partnership role is dependent on HR’s understanding of both the business and the linkage of human resources to business results. This course will develop the HR professional’s skills to enable them to demonstrate their knowledge of basic business concepts and how effective human resource programs and program management supports the organization’s goals. Through case studies, guest speakers, and practical experience, students will develop skills that can be readily transferred to their work environment.

Communication in a Diverse and Changing Workplace
MGMT X487 (2 units)
In today's fast-paced business environment, employees at all levels find themselves being asked to handle more tasks, meet more deadlines, take on more responsibilities, and adapt to more change. Added to these challenges is the constantly shifting diversity of the workplace, where coworkers cope with generational, gender, age and cultural differences. Communication, both verbal and nonverbal, is at the foundation of everything we do and say, and is especially important in the modern workplace. The good news is that communication is a learned skill, and can be improved upon with the right training. The focus of this course is to heighten students' awareness workplace communication, and add new interpersonal skills, with the end result of becoming a more competent communicator overall. Target areas include: the process and functions of communication, behavioral patterns, perceptions as reality, verbal and nonverbal cues and behaviors, confidence, assertiveness, tact, anger management, criticism and constructive feedback, conflict resolution, team building, leadership, interviewing, and communicating with technology (email, skype, texting, etc.).

Influence Persuasion & Negotiation
SOC4COL X457 (2.5 units)
In this course, we study three forms of interaction for the purposes of having an effect on another individual’s opinion, behavior, perspective, decision making or actions. The course will address influence in both the workplace and outside of it by looking at forms of influential behavior, human tendencies regarding influence as well as the distinctions between influence and manipulation, coercion and authority. Our study of persuasion will include an in-depth evaluation of the different forms of Persuasive Powers as well as the role emotion and relationships play in the art of Persuasion. The final segments of the course focus on the highly intentional form of such interactions: Negotiation. Our study of negotiation espouses the strategy of “Principled Negotiation” in which the goal is not just win-win, but working collaboratively with all involved to maximize the value of the agreement to all parties. The course will culminate with each student preparing a plan to Influence, Persuade or Negotiate with another in a specific, real situation.
Advisory Committee

- Rori Baron, SPHR, Vice President of Human Capital, Rehrig Pacific Company
- Patricia Bravo, SPHR, Owner & Principal, Bravo4you Consultancy
- Mark Carneal, President, Innovative Resources Consultant Group, Inc.
- Tracy Dittmeier, Talent Development Manager, Parker Hannifin Corporation, Parker Aerospace
- Kristen Flynn, Director, Human Resources, DPI Specialty Foods
- Wes Kubik, PHR, SHRM-CP, Director, US HR Operations, Rakuten USA
- Jennifer McCusker, Sr. Director, Global Talent & Organizational Development, Blizzard Entertainment
- Adam T. Porter, SPHR, Senior Director, Human Resources, Edwards Lifesciences
- Kathleen Sullivan, SPHR, Director of Organization Development, PRADCO
- Mark Wilson, Vice President of Talent Development, Valley Crest Landscape Companies

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