Human Resources Management Certificate Program

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University of California, Irvine
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 265 hours of instruction.

To become an official candidate in the program, students pursuing the certificate must submit a Declaration of Candidacy along with the (non-refundable) candidacy fee. Students are encouraged to declare candidacy as soon as possible, but no later than after the third course in the program. To receive the certificate after completing all program requirements, students must submit a Request for Certificate.

All requirements must be completed within five (5) years after the student enrolls in his/her first course. Students not pursuing a certificate are welcome to take as many individual courses as they wish.

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 sectors. This course will help you understand 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.

Compensation and Reward Systems  
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.

Managing Change in an Organization  
MGMT X456.8 (3 units)  
Managing change in an organization is a dynamic process. Effective change maximizes the alignment between an organization’s strategies, structure, systems and culture. It requires an understanding of the systemic interrelationships among these factors and how changes in one can affect another. This course focuses on planning and implementing change in organizations, with an emphasis on the role of leadership within an organization. Participants examine the role of leadership and the competencies and skills required of individuals who initiate, manage, and are affected by change.

For class schedule, visit ce.uci.edu/hr
Training and Human Resources Development

**Human Resources and the Law**

MGMT X452.1 (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 work place, 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.

**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.

**Communication in a Diverse and Changing Workplace**

MGMT X497 (2 units)

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**

SOCECOL X457 (2.5 units)

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. Negotiation exposes 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.

**HR Digital Tools & Workplace Trends**

MGMT X487.87 (1.5 units)

Develop knowledge and skills needed to better navigate in today’s workplace when it comes to the increased use of digital tools, the rising gig economy, and the impact being made through flash mentoring. Modules will cover key aspects of the topic being addressed, and result in a “best practices” guide which can be applied to work settings.
“Employment of human resources specialists is projected to grow 7 percent from 2016 to 2026. Job prospects for human resources specialists are expected to be favorable, particularly in companies that provide human resources services to other organizations.”


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