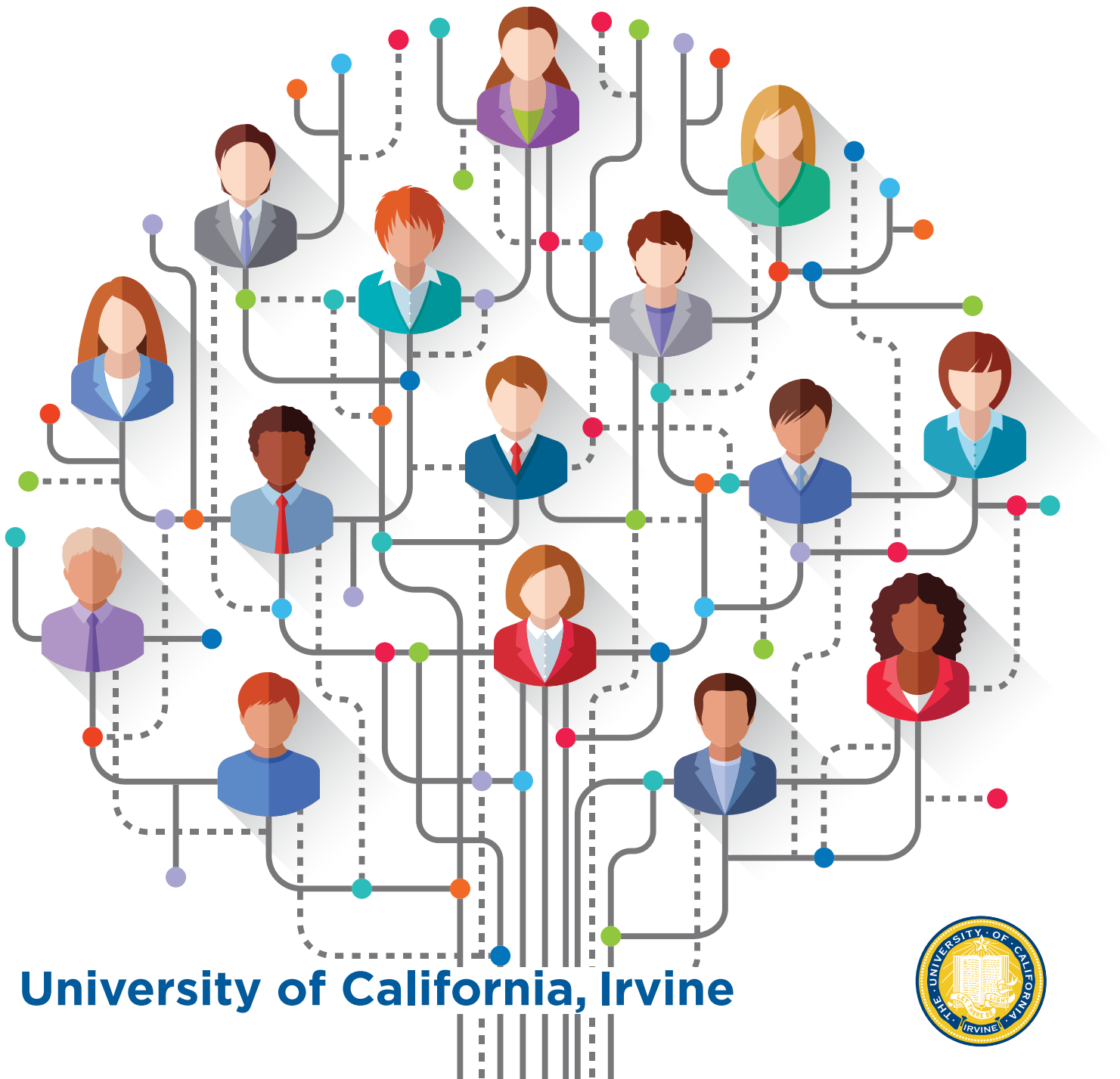# Human Resources Management

CERTIFICATE PROGRAM

University of California, Irvine

Program Overview

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.

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.

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.

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.

Leading Successful Organizational Change*
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.

Talent Acquisition, Management and Retention
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.

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.

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.

Training and Human Resources Development
MGMT X450.7 (4 units)

Acquire the information and experience you need to identify your organization's training and development needs and master the processes necessary to develop, implement and evaluate effective training programs. You will gain an understanding of your role and responsibilities as a trainer, as well as the practical hands-on knowledge needed to implement a successful program through lectures, classroom discussions, and developing and presenting an actual training session in class. This course is excellent for training and human resources specialists as well as operating managers with significant human resources development responsibilities.

OR ↕

Introduction to Employee Benefits
MGMT X450.12 (4 units)

Employee benefits are an increasingly important and complex segment of your organization's compensation portfolio. Now you have access to the latest information relating to employee benefits – information that will help you make better decisions and maximize your benefit choices. You will begin with a comprehensive survey of the complete range of major employee benefits. Then you'll be introduced to the skills of effective planning, implementation and communication of employee benefit programs, including funding, plan management and administration, as well as brokerage selection and coordination. You will expand your knowledge of your benefit options, such as major medical (health and dental, HMOs), disability plans and pensions, while exploring new benefit and compensation strategies. Finally, you'll learn how to monitor the effectiveness of your benefit plan through benefit plan evaluations.

ELECTIVE COURSES (MINIMUM 4 UNITS)

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.

Classes marked with an asterisk (*) above are also available for credit in the Organizational Leadership and Communication program. Enrollment restrictions do apply.

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 X487 (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.).

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Association for Talent Development Los Angeles and Orange County Chapter members may receive a 10% discount.

Visit ce.uci.edu/hr for more information.

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UCI Division of
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