

A photograph of three business professionals in a meeting. A woman with long dark hair is in the center, smiling and looking towards a man on the right. A man with glasses is on the left, looking towards the woman. They are all dressed in business attire. The background is a bright, out-of-focus office setting.

PROFESSIONAL
CERTIFICATE

HUMAN RESOURCES MANAGEMENT

*HIRE FOR CHARACTER.
TRAIN FOR SKILL.*

Build a career in the people-side of business and set the standard for organizational success through effective employee-employer relations.

- Become familiar with core principles like hiring, recruitment, compensation, supervision and retention of staff
- Participate in hands-on activities and role-playing activities to help solidify and reinforce the learning
- Learn best practices for employee benefit administration, insurance and risk management, worker's comp, and more

Shape your career. Enroll now.

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Professional Studies

PROFESSIONAL
CERTIFICATE IN

HUMAN RESOURCES MANAGEMENT

“I enjoyed the learning, classroom environment, instructors and other students I met. The classes helped me obtain my goal of adding education to work experience in my field. It was well worth both the journey and effort.”

— Betty Bangert
Human Resource Manager
Clement Pappas & Co., Inc.
Ontario

RECRUIT FOR ATTITUDE. TRAIN FOR SKILL.

The human resources department plays an essential role in the organization. HR managers plan, direct and coordinate the 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.

One of our most popular programs, the Professional Certificate in Human Resources Management offers a comprehensive look into the common issues facing today's employers. Issues in the areas of labor and employee relations, employee recruitment, selection and retention, compensation and more. Lessons 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

WHO CAN BENEFIT

Individuals who already have human resources-related responsibilities, those who aren't currently in the field but would like to transition into an HR role, or other professionals preparing for a management-level position.

PREREQUISITE

High school diploma or equivalent

ADMISSION

Take individual courses or fulfill all of the requirements to earn your UCR Extension certificate. Whichever you choose, you will gain the personal power that comes through learning new skills. Be assured that you are receiving education that is backed by the UC tradition of excellence.

HOW TO COMPLETE THIS CERTIFICATE

Individuals must complete a total of 15 quarter units, with a grade of C or better.

HUMAN RESOURCES MANAGEMENT 3 UNITS

EMPLOYEE RECRUITMENT, SELECTION
AND RETENTION 3 UNITS

LABOR AND EMPLOYEE RELATIONS 3 UNITS

COMPENSATION ADMINISTRATION 3 UNITS

3 UNITS ELECTIVES (SEE WEBSITE)

- This program can typically be completed within one year.

PROGRAM INFORMATION

Prices, requirements and courses are subject to change. For the most up-to-date information:
Phone: (951) 827-4105
Email: prodev@ucx.ucr.edu
Website: www.extension.ucr.edu

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