

# THE HUMAN TOUCH.

LEARN TO  
MANAGE YOUR  
MOST IMPORTANT  
RESOURCE.

BUSINESS &  
MANAGEMENT



## CERTIFICATE IN HUMAN RESOURCES MANAGEMENT

“People are definitely a company’s greatest asset. It doesn’t make any difference whether the product is cars or cosmetics. A company is only as good as the people it keeps.”

– Mary Kay Ash

**UCR**  
EXTENSION

[www.extension.ucr.edu](http://www.extension.ucr.edu)

CERTIFICATE IN

# HUMAN RESOURCES MANAGEMENT

## IS YOUR BEST SIDE THE HUMAN SIDE?

Preparing for a management position? Already work in the field of human resources? Either way, having more in-depth knowledge of the people side of business is a superb way to gain a professional edge. Human Resources; it's the essential component that can cause companies to flourish or perish.

Enroll in this certificate program for the opportunity to develop an in-depth awareness of critical human resources management principles, policies, and practices.

As one of UCR Extension's most popular programs, the Human Resources Management Certificate offers participants 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; plus more. And because learning takes place through special projects, case studies, and role-playing, participants are sure to retain and apply the lessons learned

If you're exploring a career in human resources or currently serve as a manager, lead supervisor, operations manager, staffing professional, consultant, or someone who commonly works with staff in union or non-union environments, you'll benefit from this coursework.

Both industry associations endorsing this program:



Professionals in Human Resources Association (PIHRA) IN PARTNERSHIP WITH



and the Inland Empire Chapter of the Society for Human Resources Management (SHRM).

Enrich yourself and your career by enrolling in this program.

PIHRA maintains districts in Riverside, Temecula and Coachella Valley. For membership and event information, visit [www.pihra.org](http://www.pihra.org). For SHRM membership and event information, visit [www.ieshrm.org](http://www.ieshrm.org).

## 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.

## APPLICATION FOR CANDIDACY

To earn a UCR Extension certificate, you must establish your candidacy by filing an application along with a nonrefundable application fee. We recommend you do this before the third class. Apply in person at the UCR Extension office or online at [www.extension.ucr.edu/certificates](http://www.extension.ucr.edu/certificates).

## WHAT YOU'LL LEARN

Participants will:

- Gain well-rounded exposure to the common issues facing today's employer.
- Examine the core principles of human resources management including hiring, recruitment, compensation, supervision, and retention of staff.
- Understand employee benefit administration, insurance and risk management, human resources law, labor relations, and workers' compensation.

## HOW TO EARN THIS CERTIFICATE:

Complete 12 units of required courses and 3 units of electives, all 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**

**ONE ELECTIVE COURSE 3 UNITS (SEE WEB SITE)**

- Usual completion time: 9-12 months.
- Individual courses range from \$400-\$600. Total cost to complete this program is \$2,800-\$3,000. See Web site for details.
- Choose an elective course that connects with your area of interest such as Employee Benefit Administration, Overview of the California Workers' Compensation System, Organizational Behavior, Principles of Risk and Insurance Management, Performance Appraisal and Evaluation, Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR) Certification Training.

## ALSO OF INTEREST

- Students may take individual classes without being enrolled in the certificate program.
- Classes are scheduled year-round with varying start dates, and can be taken in any order.
- No undergraduate degree or prerequisite needed.

## PROGRAM INFORMATION

Prices, requirements and courses are subject to change. For the most up-to-date information contact us at:

**UNIVERSITY OF CALIFORNIA  
RIVERSIDE EXTENSION**

**Phone: (951) 827-1600**

**E-mail: [bet@ucx.ucr.edu](mailto:bet@ucx.ucr.edu)**

**Web site: [www.extension.ucr.edu](http://www.extension.ucr.edu)**

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TO YOU**

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