



University Extension
Professional Studies

REINFORCE YOUR PENCHANT FOR PEOPLE

Specialized Study Program in Foundations of Human Resources



People are the only business that will never be outmoded. As the hub between employer and employee, it's your duty to know the latest in human resources management to effectively initiate and maintain that long-term relationship. Start here to either boost your knowledge or begin a new set of skills for a new management position.

Engage with the core of human resources management and understand ways to balance employees' needs, the impact of factors both internal and external to the company, and the company's goals. Immerse yourself in the recruitment process and reinforce your understanding of preparing a new position for applications. Understand new approaches to interviewing, determining candidacy, conducting tests and background checks, and gathering references. Bolster your knowledge of hiring, and the legal side of the recruitment process. Review global issues as they pertain to retention, training, and "fit." Put your lessons directly to work and be the asset that both employees and your employer need you to be.

WHAT YOU'LL LEARN

Strategies for effective human resources management

Best practices and new issues related to the recruitment process

Analysis of legal issues involved in recruitment

Review of issues relating to retention, employee training and support, and "fit"



TOTAL UNITS
6



TUITION
\$1,185



COMPLETION TIME
3 months



FORMAT
Online



CONNECT WITH A COACH
extension.ucr.edu/coach

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BENEFITS OF EARNING A CERTIFICATE

There are several reasons why, Bachelor's degree in hand, you might be considering continuing your studies. An upgraded education section on your resume can open the door to a new career, or, if you're already working, lead to a promotion and a higher salary. While you're working, going back to school is an excellent way to stay current in rapidly changing fields, or, if you've been away from the workforce for a while, to quickly get caught up in the latest trends, concepts, and advances.

While there are as many paths to follow, as there are reasons to follow them when approaching continuing education, there is enormous value in terms of time, financial investment, and personal flexibility while gaining practical training from working professionals in your industry that extends beyond the theory of the classroom and into the real world.

KEY BENEFITS INCLUDE:

- UC quality curriculum
- Professional endorsements
- Schedule flexibility
- Variety of courses and programs
- Instruction from professional leaders in the industry

PAY AS YOU GO



Pay per individual course as you register.

AVERAGE COURSE TUITION
\$505-555 PER (3 UNIT) COURSE

*Learn more about [tuition assistance](#).

CAREER INFORMATION



IN-DEMAND FIELD

Jobs are projected to grow at a rate of 14% over the next 5 years.



STRONG EARNING POTENTIAL

Median Salary **\$83,813**



VARIETY OF JOBS TO CHOOSE FROM

- Employment Program Analyst
- Human Resources Assistant
- Employee Benefits Assistant
- Employee Relations Assistant
- Human Resources Technician



SKILLS FOR SUCCESS

- Active Listening
- Critical Thinking
- Judgement and Decision Making



REALITY CHECK. WHAT YOU WILL DO ON THE JOB.

- Analyze jobs using observation, survey, or interview techniques
- Analyze business or financial data
- Liaise between departments
- Sit in on labor disputes or other issues
- Maintain data in information systems or databases



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STUDY PLAN

Our certificate programs are designed to be flexible, allowing you the option to take just a few courses or earn the complete certificate. If choosing to complete the certificate, we recommend you get the most out of your experience by following the suggested completion path below.

Required Courses		
QUARTER		UNITS
1	Human Resources Management MGT X452.1	3
	Employee Recruitment, Selection, and Retention MGT X452.2	3

ARE YOU READY FOR YOUR NEXT STEP?

Schedule an appointment with a [Student Success Coach](#) to get started. extension.ucr.edu/coach



*For a full list of policies and procedures, check our [website](#).