



UCIRVINE | EXTENSION

Business and Management

Human Resources Management Certificate Program

Accelerate Your Career



Improve Your Career Options with a Professional Certificate

In today's competitive business market, leaders are appointed based on credentials and experience. To stay ahead of the competition, advance your career and increase your earning potential, enroll in one of University of California, Irvine, Extension's professional certificate programs. Convenient and affordable, UC Irvine Extension makes it easy to learn on your own time, in your own way. Courses are designed to ensure you gain mastery of a particular topic, and instructors are highly qualified leaders in their professions.

UC Irvine Extension is the only continuing education provider in Orange County that represents the University of California. A certificate bearing the UC seal signifies a well-known, uncompromising standard of academic excellence.



Human Resources Management Certificate Program

UC Irvine Extension's Human Resources Management Certificate Program is 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. This program will help 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, human resources 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 250 hours of instruction.

After you have completed all requirements you must request to receive your official certificate by completing the Request for Certificate form and returning it to our offices as noted on the form.

Certificate candidates must apply for and receive official acceptance into the Certificate Program before completing the third class in which he/she enrolls. Candidates must submit an application for candidacy form along with the (non-refundable) candidacy fee prior to completion of the third course. After all steps of the application process have been completed, applicants will be notified by mail of their acceptance as Certificate candidates.

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.

On-Site Training

Bring this program to your workplace. Through Corporate Training, we can deliver this program or customize one that fits your company's specific needs. Visit extension.uci.edu/corporate or call (949) 824-1847 for information.

For more information:
Kay Kohara
Program Representative
(949) 824-5592
edu-bus@unx.uci.edu

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.

Identifying, Recruiting and Retaining Top Talent

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, 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 realistic and 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. Students also will learn effective ways in which to conduct investigations into employee misconduct, will be given an opportunity to apply various employment law subjects to actual and hypothetical problems discussed in class.

Training and Human Resources Development

MGMT X450.7 (4 units)

A required course in the Certificate Program in Human Resources Management. 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, HMO's), disability plans and pensions, while exploring new benefit and compensation strategies, like the cafeteria approach to benefits. Finally, you'll learn how to monitor the effectiveness of your benefit plan through benefit plan evaluations.

For class schedule, visit extension.uci.edu/hr



Elective Courses (Choose Two)

Essentials of Management

MGMT X490.1 (4 units)

Are you a manager interested in increasing your effectiveness? A human resources professional? An individual looking to move into management? Now you can acquire an in-depth understanding of the basic concepts and theories of management, while exploring the manager's operational role in all types of organizations. Gain insight into the manager's responsibility in planning, organizing, leading, staffing and controlling within the workplace. Learn how the best managers manage for success!

Business Writing

ENGLISH X446.4 (4 units)

Effective writing is a powerful tool in the business environment. Learn how to articulate your thoughts clearly, concisely and with a style that gets your writing read. Improve your skill at using this powerful instrument by learning to select and use appropriate formats, 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, avoid and correct the most common writing pitfalls and gain valuable experience analyzing, writing and revising a complete spectrum of business documents. From a simple interoffice memo to a twenty-page business proposal, learn how to put good writing to work for you.

Performance Management: Leading for Greater Results

MGMT X496.01 (2.5 units)

The role of management is being significantly redefined by the accelerating rate of change impacting organizations, the escalating unpredictability of the competitive environment, and the increasing significance of the customer as a key stakeholder. Survival and success of the organization will depend much more on management's ability to inspire initiative, involvement, and commitment by people at all levels of the organization and much less on the decisions of executive management. You will establish a systematic process for planning work and setting expectations, monitoring performance, developing a capacity for performance and rating and rewarding performance. Through dialogue, assessment, hands-on and team problem solving, and feedback, you will solve puzzles of defining the job, setting standards, giving feedback and aligning performance measurements for individuals, teams, business units and entire organizations.

Communication in a Diverse and Changing Workplace

MGMT X487 (2 units)

In today's organizations where downsizing, mergers and reorganizations are common place, employees at all levels find themselves being asked to handle more tasks, more deadlines, more responsibilities, and more change. Added to that is the diversity of the workplace where employees working side by side cope with generational, gender, age and cultural differences. Communication, both verbal and nonverbal, is at the foundation of everything that we do and say in today's very diverse, chang-

ing and fast paced work environment. The good news is that communication is a learned skill. The focus of this course will be on heightening our awareness of the entire area of communication, and adding new skills to our existing repertoire of skills with the end result becoming a more competent communicator overall. Target areas include: The Process and Functions of Communication; Patterns of Behaviors; Perception as Reality; Like vs. Respect; Verbal and Nonverbal Messages and Behaviors; Confidence, Assertiveness, and Tact; Anger and its Management; Dealing With Criticism and Feedback; Listening to Understand and be Understood; Communication Climate; Negotiation and Conflict Resolution; Team Building, and Leadership; Working With Diversity.

Business Ethics

MGMT X498.3 (2 units)

Heighten your awareness and understanding of workplace ethical issues and learn how to avoid the slippery slope of an unethical work environment. This course provides a conceptual framework and toolkit with practical information for making ethical and effective business decisions in the workplace. Participants learn when and where ethical issues are most likely to surface and how to maintain their integrity, gain an understanding of the impact of cultural and organizational pressures to conform, explore a variety of ethical decision-making models, evaluate possible courses of action, and respond to challenging situations. Business experience and case studies form the core of this highly interactive course.

Dealing Tactfully with Difficult People

MGMT X498.7 (1.5 units)

It has been stated that everyone is someone's difficult person. Almost daily, we come in contact with people we would characterize as difficult. They are the people we work with, sell to, depend on, and live with. There are intimidators, manipulators, analyzers, know-it-alls, overly friendly, accommodators, chronic complainers and whiners. Their actions consume time, energy and emotion at the expense of productivity and morale. This course provides fresh insights and immediately usable skills needed to quickly, confidently and assertively identify and deal with various types of people, difficult or not, in a variety of contexts while maintaining your own self confidence.



Advisory Committee

- **Ramona Agrela**, Associate Chancellor/Chief of Staff, UC Irvine
- **Patricia C. Bravo**, Organization Development Manager, Starbucks Coffee Company
- **Mark Carneal**, President, Innovative Resources Consultant Group, Inc.
- **Linda Fisher, M.A.**, Director, Human Resources, Parker Aerospace Group
- **Denise Malone**, Senior Director of Human Resources, Allergan
- **Jennifer McCusker, Ph.D.**, Global Director, Talent Development and Retail HR, Oakley
- **Annie Pearson**, Director of Human Resources, Explore Information Services
- **Adam T. Porter, SPHR**, Senior Director, Human Resources, Edwards Lifesciences
- **Kathy Sullivan**, Human Resources Organization Leader, Pacific Dental Services
- **Scott Tempel**, Assistant Vice President, Organizational Development, Corinthian Colleges, Inc.
- **Taryn Tennant**, Manager, HROD, HireRight
- **Mark Wilson**, Senior Director, People Development, Taco Bell

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