



Business, Management & Legal

Human Resources Management Certificate

This certificate offers a current, comprehensive, and practical grounding in the major areas required of a human resources professional. The courses for this 36-unit program are conveniently scheduled and offer direct skills practice along with expert guidance from instructors who are practitioners or consultants in the field.

In addition to the required courses, you must successfully complete the 2-day ethics seminar at any time during the program.

Group A: Core Courses (All Required)

- X 450 Elements of Human Resources Management ☼
- X 450.03 Financial Aspects of Human Resources Management ☼
- X 450.2 Talent Acquisition ☼
- X 450.31 Compensation Programs: Administration and Design ☼
- X 450.32 Benefits Programs: Administration and Design ☼
- X 450.34 Employee Relations and Legal Aspects of Human Resources Management ☼
- X 482.201 Human Resources Development ☼

Group B: Electives (8 Units Required)

- X 450.35 Strategic Human Resources Management ☼
- X 450.36 Human Capital Management ☼
- X 450.50 Internship in Human Resources Management
- X 450.65 International Human Resources Management ☼
- X 469.15 Crisis Management and Communications: Safeguarding Image and Viability
- X 482.202 Organizational Communication
- X 482.203 Advanced Human Resources Management
- X 490.8 Cross-Cultural Communication and Management in a Global Workforce
- X 491.11 Managing Change in Organizations ☼
- X 497.613 Fundamentals of Business Administration and Management

Ethics Requirement

- 859.50 Ethics for Human Resources Professionals ☼



Recertification Credit for Human Resources Professionals

These courses have been approved for recertification credit hours toward PHR[®], SPHR[®], and GPHR[™] recertification through

the Human Resource Certification Institute (HRCI).

For information visit hrci.org.

Industry Resource Guide

Members of the following receive a 10% discount on fees for UCLA Extension courses in human resources management.

PIHRA (Professionals In Human Resources Association)

360 N. Sepulveda Blvd., Suite 2020

El Segundo, CA 90245

Telephone: (310) 416-1210

Fax: (310) 416-9055

Website: pihra.org

SHRM (Society for Human Resource Management)

1800 Duke Street

Alexandria, VA 22314

Telephone: (800) 283-SHRM

Fax: (703) 535-6490

Website: shrm.org

General Information

Enrolling in a Certificate

To officially enroll in a certificate and be assured of completing the program under its current requirements, an Application for Candidacy and nonrefundable application fee must be submitted by the completion of the third course in the program. Enroll online at uclaextension.edu/humanresources.

Grading

All courses to be applied toward this certificate must be taken for a letter grade; a grade of "C" or better is required. If you receive a grade of "C-" or lower, you must either repeat the course or confer with your Certificate Advisor to find a suitable substitute.

Course Scheduling

To determine if a course(s) is being offered, see the quarterly schedule of courses in the UCLA Extension catalog or visit our website: uclaextension.edu/humanresources.

Internship

Internship in Human Resources Management (X 450.50) provides internship opportunities for students who have officially enrolled in this certificate and have completed a minimum of 5 courses in the program. For information contact Eric Hubert at (310) 825-1238; email: ehubert@uclaextension.edu.

Approximate Cost of the Program

You pay the fee for each course as you progress through your certificate. The total course and textbook fees vary according to which courses and format are chosen. The following include range of costs.

Candidacy Fee (Nonrefundable): \$175

Course Fees: \$5,000-\$6,000

Textbooks: \$1,000-\$1,150

All international student fees, living expenses, transportation, and parking are in addition to the above. *Note:* International students must submit an application to UCLA Extension's International Student Office. For more information visit uclaextension.edu/intc.

In accordance with applicable Federal laws and University policy, the University of California does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, sex, sexual orientation, age, or disability. Inquiries regarding the University's equal opportunity policies may be directed to Office of Registrar, UCLA Extension, Suite 214, 10995 Le Conte Ave., Westwood; Voice/TDD: (310) 825-8845. For information on services for students with disabilities, or questions about accessibility, please call (310) 825-7851 (voice or TTY). Wheelchair accessible.

Contact Us

Certificates

The Certificate Programs staff provides many services to students enrolled in certificates, including course selection advisement, record maintenance, transcript evaluations, problem resolutions, and course substitutions.

Telephone: (310) 206-4271

Email: bamcertificate@uclaextension.edu

Website: uclaextension.edu/humanresources

Human Resources Management Course, Textbook, and Instructor Information

Program representatives are available to answer questions regarding textbook information, instructor follow-up, class locations, course outlines, and advance course scheduling.

Eddie Fisher

Telephone: (310) 825-2012

Email: efisher@uclaextension.edu

Concurrent Courses and Continuing Education Credit

During fall, winter, and spring quarters, UCLA Extension students may petition to concurrently enroll in UCLA regular-session daytime classes, subject to approval and space availability. Many business, management, and legal courses are approved for continuing education credit toward professional licensing/relicensure and/or certification.

Michael Cardoza

Telephone: (310) 206-1708

Email: mcardoza@uclaextension.edu

Corporate Custom Training

Programs and courses can be custom tailored to meet an organization's specific training needs and be delivered on-site.

Telephone: (310) 206-4149

Email: customprograms@uclaextension.edu

Website: uclaextension.edu/customprograms

UCLA Extension Student Services

Financial Aid Office

Telephone: (310) 825-4246

Email: finaid@uclaextension.edu

International Student Office

Telephone: (310) 825-9351

Email: iso@uclaextension.edu

Website: uclaextension.edu/intc

Contact information subject to change without notice.



Also of Interest

The Manager's Toolkit

Supplement your Human Resources Certificate or brush up on important skills with these 1- or 2-day courses. Topics include project management, motivating employees, and communication effectiveness.

For complete descriptions, fees, and course scheduling, visit uclaextension.edu/humanresources.

Dealing Tactfully with Difficult People

802.1 Management 0.6 CEU

This practical skills-building seminar demonstrates how to deal constructively with people when their behavior is unpleasant and difficult. Learn specific strategies for dealing with such behaviors as verbal attacks and put-downs, complaining, thoughtlessness, manipulation, attention-seeking, excessive talking, withdrawal, rule-breaking, excuses, and feigned helplessness.

Making Your Message Clear

802.3 Management 0.6 CEU

In a safe environment, learn skills that can help you avoid the pitfalls of defensive listening and self-conscious thinking. You are taught techniques that can help you get to the point, organize your thoughts, and present your products and ideas in a way that persuades and connects them with the listener. Leave this interactive workshop with a set of skills you can apply to all aspects of your work lives.

Communication Effectiveness

803A Communication 0.6 CEU

If you have difficulties following conversations, focusing on hearing underlying messages, directing others in productive conversation or dealing with the emotional rollercoaster of volatile discussions, this course is for you. Instruction addresses the total communication process—the thoughts, feelings, and skills that are essential for active listening and straight talking. Topics include understanding non-verbal communication in oneself and others, two essential verbal skills in listening—paraphrasing and question-asking, and assertive communication—what it means and how to do it.

Delivering Effective Presentations

806.4 Speech 0.6 CEU

This hands-on workshop helps you become a comfortable, confident, and masterful presenter. Practice exercises designed specifically for you, have the opportunity to make brief presentations, receive positive feedback and personal coaching from the instructor, and learn to focus, prepare, organize, and deliver a presentation; identify the needs of the audience; deal with emotional and mental blocks to delivering presentations; and be more in tune with yourself, the audience, and the material.

Creating Quality Leadership

859.16 Management 0.6 CEU

Drawing on examples from your life and work experience, research on leadership, and thought-stimulating classroom activities, this course offers key principles and proven strategies guaranteed to give you the confidence and know-how to successfully practice the art and science of leadership.

Project Management that Works

859.3 Management 1.2 CEU

Highly interactive, this course is specifically designed for those who are new to the world of project management and want an overview of key concepts that are applicable to a variety of situations. Through practical real-life examples, instruction covers the stages of project management, elements most critical to success, common problems and how to avoid them, attributes of a good project manager, identifying and understanding project stakeholders, navigating politics, selecting your team and dealing with team dynamics, and leading and managing those who don't report to you.

Leading and Motivating Employees

859.4 Management 0.6 CEU

This seminar focuses on "leading" as a means to affect change and accomplish desired results. Learn to assess and understand your individual styles and behaviors, then analyze how these attributes can be harnessed in a leadership role. The seminar also examines powerful methods for motivating employees.

Coaching and Mentoring Employees

859.8 Management 0.6 CEU

Coaching (and mentoring) suggests a supportive/collaborative approach rather than a directing or controlling approach. For many employees, this may be the most effective way to boost performance, harness competitive energy, or defuse problems. This seminar introduces the basic elements of coaching and mentoring, discusses the appropriateness and benefits of each approach, and provides specific application techniques for a variety of personality types and work circumstances.

Managing Conflict and Disagreement

893 Management 1.2 CEU

This highly interactive seminar provides practice in the basics of using key techniques to resolve conflict in today's organizations. Assess your own conflict management styles and practice effective communication and listening techniques, trust building, and constructive framing of issues to assist in resolution. The instructor demonstrates tools and techniques and assists in group exercises and role-playing.