

Certificate in Human Resources Management

Human resources practitioners are faced with unprecedented challenges in meeting the needs of competitive business organizations. To meet these challenges successfully requires up-to-date information and current perspectives on the strategic alignment of the HR function with corporate objectives.

The CERTIFICATE IN HUMAN RESOURCES MANAGEMENT offers a current, comprehensive, and practical grounding in the major areas required of a human resources professional. The courses are conveniently scheduled and offer direct skills practice along with expert guidance from instructors who are practitioners or consultants in the field. *All of the required courses may be taken online.*

In addition to the required courses, students must successfully complete the one-day seminar, *Ethics for Human Resources Professionals* (859.50), at any time during the program.

PROGRAM REQUIREMENTS

All courses to be applied toward this certificate program must be taken for a letter grade; a grade of “C” or better is required. Students receiving a grade of “C-” or lower must either repeat the course or confer with a certificate programs 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.

FURTHER INFORMATION

Contact UCLA Extension, Department of Business, Management, and Legal Programs, 10995 Le Conte Avenue, Suite 515, Los Angeles, CA 90024-1333; Telephone: (310) 206-1654; Fax: (310) 206-7249.

A 36-UNIT PROGRAM

It is strongly suggested that students complete the program in the following sequence except Ethics for Human Resources Professionals (which may be taken at any point in the sequence). For a complete program description, visit uclaextension.edu/humanresources.

- X 450 Elements of Human Resources Management
- X 450.34 Employee Relations and Legal Aspects of Human Resources Management
- X 450.2 Recruitment, Interviewing, and Selection
- X 450.31 Compensation Programs: Administration and Design
- X 450.32 Benefits Programs: Administration and Design
- X 482.201 ... Human Resources Development
- X 450.03 Financial Aspects of Human Resources Management
- X 450.35 Strategic Human Resources Management
or
- X 450.65 International Human Resources Management
- X 450.36 Building a Future-Oriented Human Resources Department

ETHICS REQUIREMENT

- 859.50 Ethics for Human Resources Professionals

ON-SITE COURSES

These courses also can be tailored to the needs of your organization and brought to your site. For information about an on-site offering, call UCLA Extension’s Business, Management, and Legal Programs at (310) 825-7641.

COST OF THE PROGRAM

The following are approximations and are subject to change without notice. Course fees do not include living expenses.

- **International student Fee.....\$1.300**
- **Course Fees\$7.565**
- **Textbooks.....\$1.700**
- APPROXIMATE TOTAL \$10.565**

FREQUENTLY-ASKED QUESTIONS

- Q:** *What if I only want to take one course?*
A: Students may enroll in an individual course to meet specific needs; however, the certificate is granted only to those students who apply for candidacy and complete the entire program.
- Q:** *How long will it take to complete the program?*
A: Students may take courses on a schedule that best fits their needs. Classes are offered on the UCLA campus and online.
- Q:** *Who should attend?*
A: Call (310) 206-1578 to speak to our certificate counselor, who will help you decide if the program is right for you.

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