

A blurred photograph of a group of people in a modern office setting, possibly a meeting or collaborative work environment. A large, light gray checkmark is overlaid on the right side of the image.

# HUMAN RESOURCE MANAGEMENT

PROFESSIONAL CERTIFICATE

[extendedstudies.ucsd.edu/hr](https://extendedstudies.ucsd.edu/hr)

## CERTIFICATE PROGRAM OVERVIEW

Human resource management is a dynamic field that has been rapidly evolving. Today's professionals are moving into more proactive roles as business partners and organizational consultants, earning recognition at the highest levels of organizations.

Established in 1987, the Professional Certificate in Human Resource Management has helped numerous individuals expand their knowledge of HR management to enter or progress in the field. The certificate program provides participants with the latest information and practical insights to become proficient and effective professionals. Taught by qualified senior practitioners, courses are also continually updated to feature practical applications, underlying rationale, and current issues, which can be applied immediately in the work environment.

### CERTIFICATE BENEFITS:

- Work one-on-one with a career coach.
- Receive employment or internship assistance.
- Build or enhance your HR toolkit through evening and online courses.
- Learn practical applications from qualified practitioners and subject-matter-experts.
- Network with other professionals in the program.
- Facilitate promotions or career changes.
- Complement your college degree with career-oriented education.
- Connect with HR leadership alumni.
- Gain SHRM and HRCI recertification credits by attending single courses.
- Network with other professionals in the program.
- Complement your college degree with career-oriented education.
- Improve your image and marketability.
- Improve your personal development skills.



### FORMAT

In-person & Online



### ESTIMATED COST

\$4,540



### DURATION

12-36 Months

### CONDITIONS FOR ADMISSION

UC San Diego Division of Extended Studies programs are designed to best serve college-prepared working professionals. Although programs are open to all adult learners, where program capacity is limited, applicants with this profile will receive preference for admission.

### APPLICATION

Applications are received throughout the year and courses are offered every quarter.

### ESTIMATED COST

Total estimated tuition cost: \$4,540 (subject to change).

This does not include textbooks, course materials, or other personal expenses. Pay for each course as you go. Payment plans for employers and group discounts available. Contact [HRPrograms@ucsd.edu](mailto:HRPrograms@ucsd.edu)

### FORMAT

In-person and Online

Course formats can be mixed to complete certificate

## HR MASTERCLASS SERIES

Interested in advanced HR Topics? Enroll in one or more courses in the HR Masterclass Series. Courses vary each quarter and cover current and critical topics such as:

- Mastering Workplace Investigations
- DE&I: Creating Inclusive Workplace Environments
- Designing Exceptional Organizational Cultures
- Strategic HR Business Partnership
- The Path to CHRO
- And more

Taught by masterful instructors and designed to help you achieve organizational excellence in your day-to-day practice, these courses provide an opportunity to broaden and strengthen your skills in various areas of expertise.

## NEXT STEPS EXPERIENCE

Connect your classroom education with real world experiences through our Next Steps Program which includes career services and other professional development activities:

### Career Services

Work one-on-one with our Career Services Manager. Receive resume building, and interviewing skills coaching. Receive employment and internship assistance. Join our closed LinkedIn Alumni Group for employment opportunities.

### Directed Studies in Human Resources

Choose this course as a capstone if you need research experience or to develop a practical plan for your professional needs. This course will act as an independent study where you will work with an advisor on a one-on-one basis to produce a research paper or an experiential learning project. The resume-enhancing experience will result in either a white paper or a final project as well as a presentation.

### HR Leadership Alumni Series

Free and distinctive monthly events to connect our Alumni and engage with San Diego's dynamic HR Community.

## CERTIFICATE REQUIREMENTS

The Professional Certificate in Human Resource Management consists of eight courses total (24 academic units).

### Pre-requisite Course (Must complete prior to taking other courses)

- Managing HR: An Overview

### Required Courses (Complete all)

- Employee and Labor Relations
- Strategic Talent Acquisition
- Components of Workplace Compensation
- Fundamentals of Employee Benefits
- Training and Development
- Performance Management

### Capstone Course (Choose one after completing all required courses)

- Workplace Ethics
- Directed Studies in Human Resources

## LEARN MORE:

Please visit [extendedstudies.ucsd.edu/hr](https://extendedstudies.ucsd.edu/hr) for certificate details and course information.

For Information, Contact Us: [HRPrograms@ucsd.edu](mailto:HRPrograms@ucsd.edu)





## INTERESTED IN CAREER ADVISING?

### HUMAN RESOURCE MANAGEMENT PROGRAM ADVISORS

A UC San Diego Extended Studies certificate is a widely respected credential certifying completion of a rigorous and specialized course of study. Designed and taught by industry experts and academic faculty, our cutting-edge program meets high academic standards and provides real-world skills.

**Andy Covell, SPHR,  
SHRM-SCP**

Lion Tech Solutions

**Bill McLelland**

Meta

**Claudia Schwartz**

HR Results

**Danielle Bell-Ellison,  
SHRM-CP, PHR-CA**

Bachem

**Evelyn Hidalgo**

UCSD

**Heather Whitley-Quinn**

Manpower

**John Skrentny, PhD**  
UCSD

**Julie Fletcher**

TheKey

**Michelle Deitrich**

County of San Diego

**Monty Bell, CRM, SPHR-CA,  
SHRM-SCP**

San Diego International Airport

**Paul Falcone**

Motion Picture and Television  
Fund

### VICKI L. KRANTZ MEMORIAL HUMAN RESOURCES SCHOLARSHIP

Scholarship aimed at supporting individuals at a career crossroads who have demonstrated a life-long passion for learning, hard work, and giving back to the community, but who due to unforeseen circumstances may need financial assistance to retool their skills to gainfully support themselves. The scholarship was created to honor the memory of our beloved friend, colleague, and mentor, Vicki L. Krantz.

This scholarship covers the cost of the Human Resource Management Certificate Program tuition and books.

For information on how to apply and deadlines and contact:  
[HRPrograms@ucsd.edu](mailto:HRPrograms@ucsd.edu)

The Career Advising Certificate Program is designed for Career Advisors (including WIB/Workforce Partnership Career Advisors) and professionals in career advising roles to bring them the latest information on current economic trends, coaching techniques, career-building strategies, and interpersonal communications.  
Contact: [unexbusa@ucsd.edu](mailto:unexbusa@ucsd.edu)