UC San Diego

EXTENDED STUDIES

Human Resource Management

Professional Certificate

The Field of Human Resources

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

Program Overview

UC San Diego Extended Studies's Professional Certificate in Human Resource Management has helped hundreds of individuals expand their knowledge of HR management to enter or progress in the field. The certificate program is designed to provide participants with the latest information and practical insights in order to become responsible and effective professionals.

Program Benefits

- Learn practical applications and underlying rationale of today's HR practices from qualified practitioners and subject-matter-experts
- Network with other professionals in the program
- Complement your college degree with career-oriented education
- Facilitate promotions or career changes
- Build and enhance your HR toolkit through evening and online courses

Learning Objectives

- Gain a practical understanding of core HR disciplines
- Practice applying foundational HR concepts and latest trends in the workplace
- Learn about the legal environment and stay abreast of the latest developments in the field
- Acquire an ethical framework as a basis for professional conduct in workplace environments
- Obtain skills needed to hire and work with other HR professionals or outsourced HR service providers

Program Details

Condition for Admission

UC San Diego 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. Complete the application and pay application fee.

Length

To earn the Professional Certificate in Human Resource Management, you must successfully complete 8 courses. If you take one class every quarter consecutively, then it would take you 8 quarters (or 24 months) to complete the certificate. However, many students take more than one course per quarter, and may complete the program sooner. Keep in mind that students have up to five years to complete all certificate requirements.

Cost

The program costs approximately $4,540. This total includes the course fees and does not include textbook costs, parking fees, personal expenses, etc. This estimate may vary based on a variety of factors, such as which course formats are chosen. *All estimated costs are subject to change;* current fees and textbooks are listed on our website. Students pay for individual course fees at the time of enrollment.

Requirements

Students must complete a total of eight courses to earn the Professional Certificate in Human Resource Management.

- Prerequisite course: Managing HR: An Overview
  First, you must successfully complete the prerequisite course prior to taking the other required courses. Concurrent enrollment with other required HR courses may not be allowed.

- Required courses*: Employee and Labor Relations, Strategic Talent Acquisition, Components of Workplace Compensation, Fundamentals of Employee Benefits, Training and Development, and Performance Management

  *After you have successfully completed the prerequisite course, you should complete the required courses. Concurrent enrollment of these required courses is allowed, and you may take these required courses in any order you wish.

- Capstone course: Once you have completed all seven courses (the prerequisite and required courses), you will have the option to choose either Workplace Ethics or Directed Studies in HR as your capstone course. You may take both if you wish.

  - **Workplace Ethics**
    This capstone course will focus on regulations that address ethical issues in the workplace and highlight the differences between compliance and ethics. You will be challenged to think through relationships and the impacts of your decisions on your organization, as well as to consider the impact on shareholder value and other stakeholder effects from unethical behavior.

  - **Directed Studies in Human Resources**
    As a 'Next Steps' experience, you will have the opportunity to apply all the skills you have learned through the program. 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 experiential learning project. The resume-enhancing experience will result in either a white paper or a final project as well as a presentation.

Frequently Asked Questions

About the Certificate

How do I apply to the certificate program?
(If you have a My Extension student account, skip to Step 2.)

STEP 1: If you do not have a My Extension account, go to myextension.ucsd.edu, click "Create an account" on the right side of the page, and follow the instructions to create an account.

STEP 2: Click on the "Apply Now" button on the certificate webpage. Complete the required fields on the application, then click the "Save" button. Once you have saved the application, the "Submit" button will appear. Click the "Submit" button to submit your application for review and consideration. Once submitted, your application cannot be changed. You can track the progress of your application at My Extension.

Is there an application fee for the certificate program?
Yes. Upon acceptance, you will be prompted to pay a certificate fee in order to be recognized as a certificate student. Current application or certificate enrollment fees, if any, are listed under the "Apply Now" button on the certificate webpage on our website. Please note that certificate registration fees are nonrefundable and may not be transferred.

Can I register for the certificate program at any time?
Yes, you may enroll in the program at any time. However, it is recommended that you enroll as soon as possible. The program curriculum may be updated at any time; if certificate requirements change, you must adhere to the curriculum *at the time of your enrollment into the certificate*. Enrolling in the certificate also gives you access to quarterly, personalized enrollment reminders from the program manager.

Can this certificate program be completed entirely online?
Yes. It is possible to complete the certificate entirely online. It is also possible to take a combination of online and in-person classes.

If I work full-time, will I still be able to complete this program?
Yes, our certificate program is designed for the working-adult. Most of our students are working professionals. Our courses are offered in evening and online formats so you can enhance your skills while maintaining your current job.

How long does it take to complete the certificate program?
You officially have five years from when you begin taking courses in the program to complete all requirements for the certificate. Many students take more than one course per quarter and complete the program sooner.

How many classes am I allowed to take per quarter?
After completing the pre-requisite course, Managing HR: An Overview, you have the option to take as many courses as you feel you can handle or skip a quarter if necessary.

Can I take the prerequisite course along with another course?
Certificate students must first complete the program's foundational course, Managing HR: An Overview, before taking more advanced coursework. With this prerequisite in place, you may not take the pre-requisite course concurrently with another HR course.

If I have taken a similar course, can I skip that course?
If you have taken a course from an accredited university in the last five years that covers the learning objectives of a program course, you may be able to transfer your previous coursework to Extended Studies. Please contact us at HRPrograms@ucsd.edu for more information and to submit your previous course for evaluation.

Will this program prepare me for a certification exam, such as the PHR, SPHR, SHRM-CP, or SHRM-SCP?
This can help you prepare for the certification exam by building on the foundations of HR. For more information about HR certification testing and eligibility requirements, visit HCRI or SHRM.

Is this program approved for re-certification credits such as the PHR, SPHR, SHRM-CP, or SHRM-SCP?
This program is recognized as a SHRM Recertification Provider. With this designation, specific courses are eligible for SHRM Professional Development Credits (PDCs) which support the recertification efforts of the professionals who have obtained the SHRM-CP® or SHRM-SCP® Certifications.

Is the program accredited?
UC San Diego is accredited by the Western Association of Schools and Colleges (WASC). UC San Diego Extended Studies — like all other UC San Diego schools, colleges, and departments — is accredited by WASC through the University. All courses and certificate programs offered by UC San Diego Extended Studies have been developed and are administered in accordance with Extended Studies policy and the regulations of the Academic Senate of the University of California.

Is this certificate program open to non-California residents?
Yes, the program is open to non-California residents. There are no out-of-state tuition fees.

Does this certificate program provide an I-20 for international students?
If you need a student visa, we have business programs that are specifically designed for the international student who needs an I-20. These programs are available through our International Programs, offering several Business Certificate Programs. Contact BPIS@ucsd.edu for our more information on the International Business Programs.

How do I get my certificate once I have completed the requirements?
Once you have paid your certificate fee and successfully completed all program requirements, you will need to to request an audit by Student Services. To request an audit, follow these steps:
1. Log onto your My Extension account.
2. Click on "My Courses."
3. On the right side of the page under "My Certificates," click on the name of the certificate.
4. On the right side of the page under "Tools," click on "Request Certificate Audit."
5. Complete and submit the form that appears.

Once you have formally submitted your audit request, your certificate will be mailed to the address we have on file for you within ten business days.

Do you provide job or internship placement?
We offer career services to our certificate students and an Internship Assistance Program. The Business Program Department will assist students in internship search, preparation, and application. Students work one-on-one with a career counselor. To qualify students must:

- Submit a short statement of interest to: HRPrograms@ucsd.edu

Is financial aid available?

- UC San Diego Extended Studies offers continuing education loans through UC Approved Lenders. Each institution offers low competitive interest rates and flexible payment options. You are also encouraged to contact your personal financial institution about possible lending solutions. Direct links to UC Approved Lenders can be found on our website's Financial Resources page.

- The Employment Development Department (EDD) provides a comprehensive range of employment and training services in partnership with state and local agencies/organizations. More information is available on their website at edd.ca.gov.

- Career Centers located throughout San Diego County offer their communities comprehensive employment and training services benefiting both business and job seekers. More information is available on their website at workforce.org.

- Please click here for information about Veteran's Benefits.

- Free Application for Federal Student Aid (FAFSA) funds are limited to degree programs only, and cannot be used for courses or certificate fees at UC San Diego Extended Studies.

Do you have scholarships?

Yes. The **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 more information contact HRPrograms@ucsd.edu

About the Courses

When does course enrollment open for each quarter?

Our classes post to our website and become open for enrollment approximately two months prior to the new quarter starting. If you'd like to get an email reminder you can sign up for our newsletter(s) in My Extension, under the "Preferences" tab.

When should I enroll in a course?

We recommend enrolling as soon as possible, as occasionally classes will reach capacity.

Once I have enrolled in a course, when will I get online access to it?

If you have enrolled at least three days before the course begins, you will have access starting on the first day of class. You should receive an email from Student Services with instructions for how to login to Canvas. If you have enrolled on or after the start date of the course, you will have access to the course within approximately one business day.

When does course enrollment close?

Enrollment in a course may be closed for one or more of the following reasons:

- The course is at capacity. If the course is at capacity, you will only be able to join the waitlist. If space becomes available in the course, students on the waitlist are contacted in the order they joined the waitlist.
- The course has progressed to a point where students will no longer be able to make-up missed work and be successful in the course.
- The course is cancelled due to low enrollments.

For all three of these reasons we recommend students enroll early in the courses they are interested in.

When is the refund deadline for courses?
The refund deadline for courses in this program is typically one week after the start of the course. This allows you to enroll in a course and participate in the course for approximately one week to determine if the course is a good fit. Then, if needed, you may either transfer your enrollment to a different course or submit a drop request.

The exact refund deadline for each section is listed in the section notes on the course page of our website. You can also find it in My Extension by clicking on "My Courses" and then the name of the course.

What are the grading options for courses?
You may take a course for one of three options: Letter Grade, Pass/No Pass, or Not for Credit. If you are taking a course towards a certificate you *must* complete your courses for credit (i.e. Pass/No Pass or Letter Grade) and receive a C-/Pass or higher grade. Grades below a C-, No Pass, and Not for Credit will *not* count towards certificate requirements.

Are courses transferrable?
UC San Diego Extended Studies is not a degree granting institution. However, some Extended Studies courses can be transferred to other colleges or universities. The transferability of credit is determined solely by the *receiving* institution. You should

discuss how your individual courses will transfer with the Office of the Registrar at the receiving institution *prior to enrolling*.

What kind of credit do I earn?
The courses in this program are post-baccalaureate, professional-level, credit bearing courses. Credit earned in these courses may lead to the award of a formal certificate by UC San Diego Extended Studies or may be applied toward an academic degree or professional credential, *subject to the approval of the receiving institution*.

If you wish to transfer credit, it is your responsibility to confer with the receiving institution before enrolling, as each individual academic institution decides whether or not to accept Extension's credits.

How long is each course?
Two-unit courses run for approximately 6 weeks; three-unit courses run for approximately 9 weeks; and four-unit courses run for approximately 11 weeks. For exact course dates of upcoming sections, visit the webpage of the course you are interested in taking on our website.

How many hours can I expect to spend studying outside of class time?
Each student has his/her own learning style, so this can vary greatly. As a rule of thumb, students can expect to spend three to five hours per week outside of the classroom on homework.

How are online classes formatted?
Online classes are held asynchronously, which means class sessions are not held live and you do not need to login at particular days or times. Instead, students will be required to complete assignments, participate in discussion board forums, and review lecture recordings at their own pace each week on Canvas, which is our online learning management system.

What are the required textbooks for a course?
Instructors will post the current text requirements and recommendations on the course page on our website. Please note the textbooks requirements are subject to change every quarter, and different instructors may require different books, even if they are teaching the same course in the same quarter. Be sure to check the textbook requirements *for the section in which you are enrolled in*.

Will I be able to order the required textbooks before the class begins?
Yes, you can order the book(s) any time after enrolling in the course. You may order books through the campus bookstore or online retailers, such as Amazon.com.

Can I take a course without registering for the certificate?
Yes, you may take any course in this program without registering for the certificate, provided you have fulfilled any and all prerequisites for the course. Contact the Program Manager at HRPrograms@ucsd.edu for details.

When is each course offered?
Please visit the course page on our website to see when courses are typically offered. You can also see a full program schedule by clicking on the "View Schedule" button under the "Courses" section on the certificate webpage or under the Program Requirements section of this document.

What are the instructors' credentials?
The program courses are taught by qualified practitioners in the field. You can find information about a course instructor (e.g. biography and credentials) on the course page.

How do I communicate with a course instructor if I have a question during the course?
Each instructor has his/her own preferred method of communication and response policy, which should be detailed on the course syllabus or explained during the first class session. However, most instructors utilize email and should respond within 24-48 hours.

After I enroll in a course, how can I retrieve a receipt or enrollment verification for my records?
Login to your My Extension account and select "Documents" as the top of the page.

How will I receive my final course grade?
Once the course is completed, the instructor has 10 business days to submit your grades. Once grades have been posted, you can view and print them from your My Extension account.

What if I am having trouble with Canvas or My Extension?
Please contact Student Services at (858) 534-3400 or unex-reg@ucsd.edu if you experience any issues logging in to any of our systems.

For More Information
For program specific questions, please visit the certificate webpage on our website or contact us at HRPrograms@ucsd.edu . For administrative questions, please contact our Student Services Department at unex-reg@ucsd.edu or (858) 543-3400.