

Professional Certificate in Human Resources

About the Program

UC San Diego Extension's Professional Certificate in Human Resource Management has helped hundreds of individuals expand their knowledge of human resource management to enter or progress in the field. Within the dynamic field of human resources, professionals are rapidly moving beyond the stereotypical regulation enforcement and paperwork completion into proactive roles as planners and organizational consultants, earning recognition at the highest levels of the organization. Required courses and concentration tracks are updated to provide students with the background and techniques to become effective professionals. Taught by experienced practitioners, courses feature practical applications and current issues, to be utilized immediately in the workplace.

Certificate Guidelines

The program consists of at least 27.5 units, including 8 required core classes (22.5 units), and completion of one of 5 concentration tracks (5-7 units). Managing Human Resources: An Overview (BUSA-40010) is a prerequisite for most of the other human resources courses. Students complete the capstone course, Emerging Trends and Issues in HR Management, after completing all other required courses-it cannot be taken concurrently. Please visit the certificate webpage at extension.ucsd.edu/hr to view the required and elective courses.

Human Resources courses vary in length. Most required courses run 6 to 11 weeks. Electives vary from 4-week short intensives to quarter-long 11-week courses. Classes typically meet one evening per week for a 3-hour session. Students can expect to spend 7 to 10 hours per week outside of the classroom. Class size usually ranges from 10 to 30 students.

Seminars and fieldtrips, such as the HR Career Night and HR LearnAbouts are offered twice per year; these events are recommended for certificate students to stay current on industry issues, but are not required. Please visit the HR Exchange website at extension.ucsd.edu/hrexchange to view upcoming events.

Certificate Cost

As of 2012, courses cost between \$350 and \$520 for required courses and between \$280 and \$500 for elective courses, excluding textbooks. Approximate cost for the total program is \$4,500-\$5,000. Total cost of program varies depending on choice of elective courses. Prices are subject to change.

Certificate Duration

The Human Resources Management program can be completed in approximately 2-2 ½ years, depending on prior classes completed and number of courses taken each quarter. Students may take up to 5 years to complete the program if needed.

Transferring Prior Coursework

Up to 2 courses taken in the past 5 years from an accredited academic institution may be transferred toward a UCSD Extension Certificate. Courses should be equivalent in subject matter and hours of instruction. Please see "UCSD Extension Certificate Programs" in our catalog for further requirements regarding transferring courses. To request transfer approval, please contact Rubi Trevino at rtrevino@ucsd.edu and provide a copy of your transcript, course description and the name of the equivalent UCSD Extension course.

PHR/SPHR Information

Courses in the UCSD Professional Certificate in Human Resources fulfill the educational requirements, regarding subject matter content and hours of instruction, towards obtaining the Professional in Human Resources/Senior Professional in Human Resources (PHR/SPHR) designation and recertification. For more information on obtaining the PHR/SPHR certification, contact HR Certification Institute via their website at www.hrci.org.

Industry Affiliations

This program is endorsed by the Compensation and Benefits Association and the Society for Human Resource Management (www.sd-shrm.org)

Enrolling in the Certificate

Students should enroll in the certificate program within the first 1-2 courses they complete. To enroll, students pay a one-time certificate fee of \$60, which can be done by calling (858) 534-3400 or visiting extension.ucsd.edu/hr. Students that enroll are grandfathered into the current certificate program requirements. If the program changes in the future, you simply stay with the program that you originally enrolled in rather than beginning with new certificate requirements.

Transferring Courses to Other Programs

If you are considering applying UCSD Extension courses to graduate work for a master's degree program, please consult with the university that you plan to attend. Our courses are considered to be at the undergraduate work level. However, each university is different; please consult with an academic advisor at your potential university.

Student Services

Our staff values each one of our students and we are here to offer you personalized, friendly service. If you want to enroll in a course, request a transcript, ask about financial assistance or simply need driving directions – our student services staff is here to help. Contact us at (858) 534-9999, unex-reg@ucsd.edu, or stop by one of our locations. For more information on Student Services, visit extension.ucsd.edu/student.

Career Assistance

Resources are available for students needing assistance with career advising. More information about courses, workshops and coaching is available at extension.ucsd.edu/careers.

Students enrolled in any of the certificate programs at UC San Diego Extension are provided with exclusive access to our online career resource center powered by Vault.com. To access the Vault.com portal, you must first log into MyExtension, then click on a certificate in which you are enrolled. From there, you will find a link under Tools.

Information

For additional information, please contact Rubi Trevino, Program Representative, at rtrevino@ucsd.edu or (858) 534-8136.

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