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 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 24 units, including eight required classes. Managing Human Resources: An Overview (BUSA-40010) is a prerequisite for other human resources courses.

Students can choose between two capstone courses, Directed Studies in Human Resources or Workplace Ethics. All other required courses must be successfully completed before taking the capstone course. Please visit the certificate webpage at extension.ucsd.edu/hr to view the courses.

Human Resources courses vary in length. The required courses run six to eleven weeks. Classes typically meet one evening per week for a three-hour session. Students can expect to spend three to five hours per class per week outside of the classroom on homework. Class size usually ranges from ten to thirty students. Classes are offered in both in-class and online formats.

Seminars and fieldtrips, such as the HR Career Night and HR LearnAbouts, 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
Total cost of the program is $3,810, excluding textbooks. This total does not include parking, transportation, or personal expenses. Prices are subject to change.

Certificate Duration
The Human Resources Management program can be completed in two years or less, depending on prior classes completed and number of courses taken each quarter. Students are allowed to take up to five years to complete the program if needed.

Transferring Coursework
Up to two courses taken in the past five years from an accredited academic institution may be transferred. Courses should be equivalent in subject matter and hours of instruction. To request transfer approval, please contact hrprograms@ucsd.edu and provide a copy of your transcript, course description, and the name of the equivalent UC San Diego Extension course.

If you are considering applying UC San Diego Extension courses toward a degree at another university, please be aware that transfer policies vary, so you should consult with an academic advisor at your potential university.
Professional Certification Information

Courses in the Certificate in Human Resources Management program fulfill the educational requirements, regarding subject matter content and hours of instruction, toward obtaining various professional certifications. For more information on obtaining the PHR/SPHR certification, contact the HR Certification Institute via their website at www.hrci.org. For information on obtaining SHRM's certifications, contact SHRM via their website at www.shrm.org.

UC San Diego Extension’s Human Resources Management Program is endorsed by the Compensation and Benefits Association and the Society for Human Resource Management.

Enrolling in the Certificate

Students should enroll in the certificate program within the first few courses they complete. To enroll, students must complete an online application and pay a one-time certificate fee of $60. (See extension.ucsd.edu/hr)

Student Services

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.

For additional information, please contact hrprograms@ucsd.edu.

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