Certificate Benefits

- Learn practical applications and underlying rationale 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.
- Build and enhance your HR toolkit through evening and online courses.

Conditions for Admission

UC San Diego Extension 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.

Are you an International Student?

Extension offers certificate programs designed exclusively for international professionals, including a Professional Certificate in Business Management. Participants build their skills in business and expand their professional networks with other professionals from around the globe. For more information, please visit: ip.extension.ucsd.edu.

Estimated Cost:

Total estimated cost: $3,900 - 4,300*
This does not include textbooks, course materials, parking, or other personal expenses.
*Dependent on which course formats are chosen.
(Course prices are subject to change.)

extension.ucsd.edu/hr
Certificate Course Requirements

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

**Prerequisite Course** (Must successfully complete prior to taking other required 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 of the required courses)
- Workplace Ethics
- Directed Studies in Human Resources

**Other Courses of Interest** (Not required for this certificate)
- HR LearnAbout Tour
- Talent and Sourcing Strategies
- Employee Selection Tactics
- Effective Onboarding Practices

Next Steps Experience

Connect your classroom education with real-world experiences through a Next Steps Experience course. Following completion of all other certificate coursework, participants have the opportunity to choose between two capstone courses. These specially designed classes include the following:

**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.

Interested in Talent Acquisition?

UC San Diego Extension offers a Specialized Certificate in Talent Acquisition. Participants have the opportunity to delve deeper into the strategic talent acquisition process. Coursework provides practical and up-to-date information on identifying, sourcing, selecting, and onboarding new employees into organizations. Participants also learn to develop talent acquisition strategies that are compliant with equal employment as well as other employment laws and regulations. The program benefits new and experienced individuals, including those who are involved in hiring activities and desire to gain specialized knowledge in talent acquisition. For more information, visit extension.ucsd.edu/talentacquisition.
HUMAN RESOURCE MANAGEMENT PROGRAM ADVISORS AND INSTRUCTORS

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San Diego County Regional Airport Authority

Bill McClelland  
Qualcomm

“The certificate program has helped me become a better HR professional and business partner. I have cultivated great relationships and gained invaluable tools that I will continue to use throughout my HR career. It’s an amazing experience!”

— Wendy N.

LEARN MORE
Please visit extension.ucsd.edu/hr for certificate details and course information.

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