Get in, get what you need and get on with your HR career

Human resources is an exciting field that's both in-demand and demanding, making it all the more important to keep up with the latest management trends and legal shifts. Our program will help you do just that – and then some – with a curriculum designed by HR professionals, for HR professionals.

Our comprehensive program will teach you the basics of human resource management before expanding to cover important specialty areas like employment law and compensation as well as employee relations and retention. You’ll leave the program with the ideal balance of technical know-how and people skills, taught to you by instructors with a wide array of experience at companies both large and small, both public and private.

Courses:

5

This program’s curriculum can be taken in any order and covers the entire spectrum of human resources, including employment law, compensation, benefits and employee relations.

Time Commitment:

6 Months

Our accelerated cohort model lets you take courses on Saturdays and complete your certificate program in one academic term. Plus, it’s now available in both Garden Grove and Irvine for added access and convenience.

Approximate Cost:

$1,645

When you invest in us, you can do it knowing we've invested in you as well, with instructors who are leaders in their fields and state-of-the-art facilities that will help you make a successful transition from the classroom to the next step of your career.

* This is an approximate cost of completing the certificate program at 2016-2017 tuition rates. Tuition is subject to change at any time without further notice.
COURSE SUMMARIES

Fundamentals of Human Resources Management
This class is designed to give you an introduction to the changing environment of the industry, including a history of the human resources or personnel field, and current issues and trends. A case study discussion and review also will be included.

Finding and Keeping Quality Employees
This class will assist in the development of skills needed to recruit, select and retain qualified employees by teaching basic staffing practices and strategies. Demonstrations of how to analyze employment needs, compose job descriptions, effectively promote openings, identify candidates and screen applicants will be included.

Employee Relations in a Changing Environment
Explore the economic and social factors that affect employees, including unionization and collective bargaining agreements. You will learn about the various applications of performance appraisals and evaluations, how to document employee activity, and how to conduct an employee investigation.

Compensation, Benefits and Reward Systems
Learn about compensation and benefits programs and how they contribute to achieving organizational strategies. You will learn the role of benefits and services in an organization and become familiar with the uses of compensation, benefits and reward systems, job evaluation, and salary structures and packages.

Current Issues in Employment Law
You will discuss and explore the critical laws and regulations affecting human resources management, giving particular attention to discrimination, sexual harassment, health and safety issues and workers’ compensation.