

Certificate

Human Resource Management

This program helps you build essential human resources skills in talent acquisition, leadership development, and employee engagement and is recognized by [the Society for Human Resource Management \(SHRM\)](#) to offer professional credit (PDCs) for the SHRM-CP® or SHRM-SCP®. The Human Resource Management program consists of six required courses and three to five elective courses.

Total Units: 15
Completion Time: 9-12 months (full-time)
Modality: Online, in person, or choose a mix of both.
Special Programs: F-1 Compliant and WIOA/TAA Funding Approved.



Courses may have prerequisites; review the course page before enrolling. A checkmark indicates the course is typically offered during that term. *

Required Courses

10.5 Units | 6 Courses

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Human Resource Management HRMT.X400	1.5	✓	✓	✓	
Organizational Development and Change HRMT.X401	2.0	✓	✓		✓
Compensation Management HRMT.X404	2.0	✓		✓	
Benefits Management: A Comprehensive Study of Employee Benefit Programs HRMT.X407	2.0		✓		✓
Managing the HR Staffing Function HRMT.X409	1.5	✓		✓	
Effective Employee Relations HRMT.X414	1.5	✓		✓	

Elective Courses

4.5 Units | Choose 3 to 5 Courses

Recruiting and Staffing

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Effective Performance Management HRMT.X402	2.0				✓

Leadership Development

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Business Communications BUSM.X404	2.0		✓		✓
Facilitation Skills HRMT.X406	2.0	✓		✓	
Finance for the Business Professional BUSM.X403	1.0		✓		✓
Leading People Through Change HRMT.X412	1.0		✓		✓
People Analytics – Delivering Measurable Business Impact HRMT.X418	1.5	✓		✓	

Employee Relations

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Law and Human Resource Management HRMT.X405	2.0		✓		
Workplace Conflict Resolution and Mediation HRMT.X419	1.5				✓

HR Business Partners/General

COURSE NAME & NUMBER	UNITS	FALL	WINTER	SPRING	SUMMER
Human Resources Business Partner (HRBP) Excellence HRMT.X416	1.0			✓	

Completion Review

Once all certificate requirements have been met and your final grades are posted, please access your Student Portal to enroll in the "[Certificate Completion Fee](#)" to begin the review process. Please allow 4-6 weeks to receive your certificate.

Professional Development

HR Certification Institute's® (www.HRCI.org) official seal confirms that UCSC Silicon Valley Extension meets the criteria for pre-approved recertification credit(s) for any of HRCI's eight credentials, including SPHR® and PHR®.