

## School of Continuing Studies

# Human Resources Management

## Open Enrollment Certificate Program

### Gain the skills you need

Become a partner with senior management by developing the talent within your organization. Well trained human resources professionals are in high demand, and the University of Redlands Human Resources Management Certificate is built to help you develop strategic HR decision-making skills.

Flexible enrollment options allow you to enroll in one course at a time without formal admission or application requirements. There are five required courses, and two one-credit elective courses. Courses may be taken in any order, and are scheduled throughout the year. If you have little experience in HR, consider enrolling in the HR Management course early in the program. It provides a survey of HR.

All courses may be applied to a degree. Degree programs have unique requirements. Please consult your academic advisor if you wish to apply the credits to a degree.

### Human Resources Certificate (18 credits)

#### 310 Human Resources Management (4 credits)

Theory and practice of human resources management in organizations, including labor relations. Current issues in human resources will be addressed.

**311 Legal Aspects of Human Resources Management (3 credits)** Reviews state and federal regulations governing human resources management including labor law, discrimination, sexual harassment, occupational safety and health (OSHA), unions and labor relations, and current legal trends in human resources.

**312 Employee Recruitment and Selection (3 credits)** Exploration of recruitment and staffing processes including analyzing position requirements, preparing job descriptions, recruiting candidates, selecting finalists and orienting new employees. Additional attention is given to hiring standards, legal requirements and best practices.

**313 Compensation and Benefits Administration (3 credits)** Exploration of the design, development and administration of common employee compensation and benefit programs. Topics include pay strategies, administration of healthcare benefit plans, and review of retirement plans, using work-life benefits in-lieu of pay, and bonus and rewards systems.

#### 314 Performance Management (3 credits)

Reviews best practices in measuring, analyzing and monitoring job performance. Topics include managing performance standards, job performance metrics, proactive and reactive performance management, and conducting reviews.

#### Electives required (2 credits – choose two)

**316 Ethics in Human Resources Management (1 credit)** Review ethical issues and ethical dilemmas human resources professionals face in the workplace. Explore organizational culture, legal constraints, and rights and responsibilities of employees and employers.

**317 Risk Management and Workers' Compensation Administration (1 credit)** Explore the identification and management of risk from a human resources perspective, including workers compensation liabilities, workplace health and safety concerns, inadequate or inappropriate insurance coverage and hostile work environments.

**318 Training and Development (1 credit)** Examine current trends and issues in workplace training and development with special attention to the design, development and application of training programs to improve productivity, safety and quality reviews.

### About University of Redlands

The University of Redlands is a private, nonprofit university that connects students to a world of opportunity, geared toward their passions and potential. Centrally located near the beaches, mountains and desert in the heart of Southern California, the University offers more than 40 undergraduate programs, as well as 30 graduate programs in business, communication sciences and disorders, education, geographic information systems and music—blending liberal arts and professional programs, applied and theoretical study, traditional majors and self-designed curricula. In addition to an award-winning 160-acre campus in Redlands, the University includes seven regional locations, providing innovative programs at convenient places and times for working adults.

#### Tuition

\$425\* per unit

\$7,650 for certificate

Early Bird discount available

\*pricing subject to change

#### Convenient

- No formal application or admission requirement
- One night a week
- Online available

#### Schedule & Registration

[redlands.edu/continuingstudies](http://redlands.edu/continuingstudies)

#### Average Completion Time

12 months

#### Information

[info-scs@redlands.edu](mailto:info-scs@redlands.edu)  
909-748-8868

#### We offer

- Relevant coursework
- Degree-applicable credit