



# HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT CERTIFICATE PROGRAM

*“Keeping up on trends and developments in the personnel field should be chief [topmost]...whether a firm is thriving or struggling.”*

—Thomas Makris, SPHR, and former president of the Northern California Human Resources Association

## About the program

Human resource management has evolved into a wide range of complex responsibilities and strategic activities that are central to achieving a successful organizational climate and culture. Whether you're interested in acquiring new HR skills or earning hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI), the UC Davis Extension program will help you achieve your goals. For more information about certification or recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).

## Gain practical knowledge that matters

- Discover techniques to build effective teams and empower individuals.
- Develop and monitor human resource regulations that address new developments in employment law.
- Become a management resource for questions about organizational development, policies and budget.

## Designed for professionals like you

This program is designed for human resource professionals new to the field, mid-career managers desiring to broaden their scope of expertise, and experienced professionals interested in staying current with latest best practices.

## Certificate Requirements

Courses may be taken individually or as part of the certificate program. You are awarded a *Certificate in Human Resource Development and Management* upon the successful completion (with a grade of “C” or better) of 19 units (10 required, nine elective) and submission of the application form and fee. Courses are typically offered in the evenings, to better serve the needs of working professionals. It is possible to complete this program in a year or less. Please call (530) 757-8895 for more information.

Tuition for the entire certificate program is \$4,400-\$5,500, depending on when you enroll. The certificate application fee (\$45), textbooks and parking are not included in the tuition fee.

- 4 required courses (10 units)
- 3 elective courses (9 units)

**Also available on request: Internship in Human Resource Development and Management**—Apply principles and strengthen skills while working for companies performing selected human resource functions. Internships are strictly limited and are by arrangement only. Please call (530) 757-8895 for more details.

## Certification

The *Certificate Program in Human Resource Development and Management* is approved for 190 credit hours toward PHR and SPHR recertification through the Human Resource Certification Institute (HRCI). For more information about certification or recertification, please visit the HRCI homepage at [www.hrci.org](http://www.hrci.org).

## For more information

For current course schedules and fees, please reference the current UC Davis Extension general catalog or visit [extension.ucdavis.edu/bm](http://extension.ucdavis.edu/bm). For additional information, please call (800) 752-0881 or email [extension@ucdavis.edu](mailto:extension@ucdavis.edu).

[extension.ucdavis.edu/bm](http://extension.ucdavis.edu/bm)

**UC DAVIS**  
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**BUSINESS AND**  
**MANAGEMENT**



CONTINUING AND PROFESSIONAL EDUCATION



## REQUIRED COURSES

### Principles of Human Resource Management

3 quarter units academic credit, X400.1.  
30 HRCI Hours.

Join other human resource professionals for an in-depth look at the strategic contribution of human resource management to the total business enterprise. Learn essential strategies to combine human resource theory with practice.

Focus on department design and staffing as well as the human resource manager's role in motivation, morale and influencing organizational productivity. Explore ways to plan for and meet staffing needs, examine compensation and benefit practices and trends, and discuss the effects of legislation, professional standards and a union environment on the operation of the human resources function.

### Employment Law

3 quarter units academic credit, X422.25.  
30 HRCI hours.  
30 MCLE hours.

Explore the historical development of the dual doctrines of labor-management relations (collectively bargained terms and conditions of employment) and social legislation (legal protections in the workplace, such legislation often being sponsored by labor organizations). Examine federal and state wage and hour laws and analyze their applications for both the public and private sectors.

Learn about the Family Medical Leave Act (FMLA), the California Family Rights Act, the Americans with Disabilities Act (ADA) and Title VII, and the California Fair Employment and Housing Act. Explore the policies for workplace violence, employee privacy and the interface of workers' compensation remedies with FMLA and the ADA.

### Organizational Development

3 quarter units academic credit, X424.1.  
30 HRCI hours.

Change-management, problem-solving and systematic planning can increase individual, departmental and organizational effectiveness. Learn the elements of a successful organizational development program, including a variety of strategies for intervention grounded in modern management and behavioral science.

Discuss the underlying assumptions, values, theories, concepts and ethical considerations of organizational development. Discover ways to improve organizational communications while utilizing and developing human resources, and gain skills in customer relations, group effectiveness and employee satisfaction.

### Ethics in the Workplace

1 quarter units academic credit, X424.40.  
10 HRCI hours.

Heighten your awareness and understanding of ethical issues in the workplace. Learn to avoid the slippery slope of an unethical work environment and gain a conceptual framework and practical strategies for making ethical and effective business decisions. You will learn when and where ethical issues are most likely to surface and how to maintain your integrity. You will also gain an understanding of the impact of cultural and organizational pressures to conform, and explore a variety of ethical decision-making models. Business experience and case studies form the core of this highly interactive course.

#### ALSO OF INTEREST

### Professional Concentration in Employee Relations

These three courses can be taken individually or as part of the professional concentration. Complete all three in just three quarters:

- Introduction to Labor-Management Relations (3 units)
- Effective Negotiation Strategies (3 units)
- Effective Performance Management (3 units)

These courses may be taken individually or as part of the *Human Resource Development and Management Certificate Program*.

QUARTERLY SCHEDULE OF COURSES	UNITS	F	W	SP	SU
<b>REQUIRED COURSES (10 UNITS)</b>					
Principles of Human Resource Management	3	■			
Employment Law	3		■		■
Organizational Development	3			■	
Ethics in the Workplace	1	■		■	
<b>ELECTIVE COURSES (9 UNITS)</b>					
SPRH/PHR Certification Preparation Course	3				■
Introduction to Employee Benefits	3				■
Introduction to Labor-Management Relations	3	■			
Effective Negotiations Strategies	3		■		
Effective Performance Management	3			■	
Training Design and Delivery	3		■		
Overview of California's Workers' Compensation	3	■			
■ Classroom format					

Schedules are subject to change. Check our website for the latest schedule and course information: or call (800) 752-0881. F=Fall W=Winter SP=Spring SU=Summer

[www.extension.ucdavis.edu/certificates](http://www.extension.ucdavis.edu/certificates)

- The Human Resource Development and Management Certificate Program consists of four required courses (10 units) plus 3 elective courses (9 units)

- Prepare to take the SPHR/PHR or the California SPHR/PHR certification examinations by taking our SPHR/PHR Certification: Preparation Course or our California Certification Preparation Course for SPHR/PHRs.

Approved by



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