

Human Resources Certificate



Professional and
Continuing Education

In this online certificate program you'll explore everything from the basics of HR to specific areas such as planning and strategizing, human resource laws, hiring disciplines and labor relations. You'll also obtain a reference manual of HR documents. By the time you're done, you'll be fully prepared to begin your career in this exciting and challenging field. You will even receive instruction and insight on how to obtain an internship or externship upon the completion of the program.

Who Should Attend

Those interested in obtaining an entry-level position in the popular field of human resources.

Requirements

Must have access to a computer, Internet (high-speed Internet access is recommended) and an active e-mail account. In addition, you may require Adobe Reader and Adobe Flash Player on your computer.

Note: If you are planning to take the PHR exam, with HRCI as the certifying body, after completing the program, you will need one of the following:

- One year of demonstrated professional HR, exempt-level experience with a master's degree or higher
- Two years of demonstrated professional HR, exempt-level experience with a bachelor's degree
- Four years of demonstrated professional HR, exempt-level experience with less than a bachelor's degree



Skill Sets

- Have a fundamental understanding of the skills and duties necessary for success as a Human Resource Professional
- Contribute in planning a company's strategy
- Handle recruitment and selection processes from interviewing through orientation
- Explain the importance of performance appraisals as well as the different performance appraisal methods used
- Discuss the steps in the training process as well as the different types of training techniques
- Explain the strategic decisions that affect compensation as well as the different job evaluation methods



Training Time

6 months

Certificate Completion

This program will prepare you to take the PHR, Professional in Human Resources certification exam, with HRCI (Human Resource Certification Institute) as the certifying body.

Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Complete it from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style

For more information, contact the Professional and Continuing Education staff at (909) 537-5976, or e-mail: pace@csusb.edu

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