FUNDAMENTALS OF HUMAN RESOURCES, CERT

for the Graduate Certificate in Fundamentals of Human Resources

Fundamentals of Human Resources Certificate Overview: Obtain a framework for the analysis of employment relationships including human resources management strategies and practices. Learn about the theoretical and practical issues surrounding the design of effective compensation systems and the practice of identifying and recruiting a diverse workforce.

The online certificate program consists of a variety of tracks and each track has three courses (12 credit hours total, four credit hours per course). Each course in the certificate program is either six or eight weeks long. You can choose to engage in one or more certificate program tracks. Once you have received one or more certificates, and decide you are interested in the full Master of Human Resources and Industrial Relations (MHRIR) program, you are able to apply for the online master's program.

Each certificate program track takes between 7 to 10 months to complete.

How do I know if the certificate program is for me?

Are you...

- working in HR with no HR background?
- employed by an organization that provides tuition reimbursement, but the reimbursement amount isn't equivalent to a full degree program?
- seeking to gain more knowledge in HR but either unable to or prefer not to attend graduate school?
- currently in HR and seeking to freshen-up your knowledge? This group may include, for example, individuals who started in HR, left HR for different reasons or even left the labor force.
- seeking to enter the HR field or change positions within your organization to HR, but do not want to commit/can't commit to a full degree?
- an individual who wants to know more about HR in general prior to embarking on a full degree program?

If you answered 'yes' to one or more of these questions, then this certificate program may be the perfect fit for you.

What is required to apply for one of these certificate programs?

Please note all applicants must have received a bachelor's degree prior to starting one of our certificate program tracks.

- Application
- Resume
- Official Transcripts
- English Proficiency Exam for international students

- Phone Interview – Contacted after application is reviewed for a phone conversation regarding interest in the certificate program.

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Graduation Requirements

Minimum Cumulative GPA: 2.75

Minimum hours required for certificate completion: 12 hours

Students who have successfully completed the *Fundamentals of Human Resources* certificate may use the certificate to satisfy the following degree requirements, provided they apply and are admitted to the degree program:

- 8 to 12 hours of core and/or 4+ hours of elective coursework requirements of the MHRIR degree program (12 hours total). Certificate may fulfill the International Human Resource Management and Human Resource Management and Organization Behavior distribution requirements as well as another required course (LER 591)
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Students in the certificate program will choose three out of the six course options listed below. Students will need to complete 12 credit hours total to be awarded a certificate. The courses do not need to be taken in any particular order.

Code	Title	Hours
LER 591	Employment Relations Systems	4
LER 561	Compensation Systems	4
LER 595	Managing Diversity Globally	4
LER 566	International HR Management	4
LER 539	Talent Management	4
LER 522	Employment Law for HR Managers: Discrimination, Compensation, and Privacy	4
Total Hours		12

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Below is a subset of learning outcomes from our MHRIR degree program. These outcomes are specific to the Fundamentals of Human Resources Certificate. LER utilized HRCI's Human Resources Body of Knowledge to inform our learning objectives and has recently (January 2022) received "exceeds expectations" score from the Office of the Provost Learning Outcomes Assessment of its MHRIR degree program.

1. Students will lead Employee and Labor Relations by managing workforce relationships, developing inclusive and respectful company culture, and building communication systems.
2. Students will understand the structural elements of compensation system design and evaluate an organization's Compensation and Benefits structure relative to market forces, union agreements, and legal requirements.
3. Students will be able to integrate, synthesize, and apply knowledge of ethical dilemmas and solutions in Human Resources. Students will apply strategies for realizing the benefits of diversity and inclusion and employ practices that contribute to healthy, safe, and secure

workplaces, communities, and societies as part of the organization's corporate social responsibility.

4. Students will be able to use critical thinking and problem-solving skills to act strategically when making decisions in business and in life.

5. Students will be effective leaders of change and apply interpersonal skills to work well in cross-functional teams.

Graduate Degree Programs in Labor & Employment Relations

- Human Resources & Industrial Relations, MHRIR (http://catalog.illinois.edu/graduate/ms-mhrir/)
- Human Resources & Industrial Relations, PhD (http://catalog.illinois.edu/graduate/phd-mhrir/)
- Online Program
  - Human Resources & Industrial Relations, MHRIR - Online (http://catalog.illinois.edu/graduate/ler/human-resources-industrial-relations-mhrir/)
- Certificate Programs
  - Compensation Best Practices, CERT (http://catalog.illinois.edu/graduate/ler/compensation-best-practices-cert/)
  - Fundamentals of Human Resources, CERT (p. 1)
  - Human Resource Management, CERT (http://catalog.illinois.edu/graduate/ler/human-resource-management-cert/)
  - Human Resources Data Analytics, CERT (http://catalog.illinois.edu/graduate/ler/human-resources-data-analytics-cert/)

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School of Labor and Employment Relations

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Admissions

Graduate College Admissions & Requirements (https://grad.illinois.edu/admissions/apply/)