



# Online Human Resources Certificate Program

The online certificate program consists of four tracks, each with three courses (12 credit hours total, four credit hours per course). Each course in the certificate program is either six or eight weeks long with a weekly synchronous component (two hours per week) where you will interact with faculty and your peers. Students can choose to engage in one or more of the program certificate tracks. Students who have completed at least one certificate and are interested in the full Master of Human Resources and Industrial Relations (MHRIR) program are able to apply. Each certificate program track takes between seven and ten months to complete, completing each course sequentially with short breaks between courses. Financial aid from the University of Illinois is unavailable through the Office of Student Financial Aid since the program is not degree-granting.

## APPLICATION REQUIREMENTS

All application materials must be uploaded to the online application.

- Complete and submit application at [choose.illinois.edu/apply](https://choose.illinois.edu/apply). Under “Program”, select “Labor and Employment Relations” and “Human Resources and Industrial Relations Non-degree (Online)-NDEG” as your degree.
- Select non-degree areas of interest from the four program tracks.
- No application fee will be applied since this is a non-degree program.
- Upload all requested documents to application:
  - Unofficial transcripts of all academic work
  - Resumé
- A brief phone interview will be conducted after application is submitted to determine program fit.

## Flexible Admissions Deadline

Applications are accepted on a rolling basis because each certificate program track starts at a different time. For more details on your personalized start options, please contact us.

## TALK TO EDEN FOR MORE INFO!

### Eden Haycraft

Associate Director, Online Graduate Programs

217-265-8190 | [ebaycra@illinois.edu](mailto:ebaycra@illinois.edu)

## CERTIFICATE TRACK OPTIONS

### Fundamentals of Human Resources

Obtain a framework for the analysis of employment relationships including HR 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.

#### Course List

LER 591	Employment Relations Systems
LER 561	Compensation Systems
LER 595	Managing Diversity Globally

### Compensation Best Practices

Develop skills for the negotiation process as the interactive basis for union-management relations, conflict and conflict resolution as part of the negotiating process, wage and other effects of collective bargaining. Learn about hiring, promotion, evaluation, discrimination, raiding, job definition, pay schemes, benefits, and design of work.

#### Course List

LER 561	Compensation Systems
LER 542	Collective Bargaining
LER 545	Economics of HR

### Human Resources Management

Learn about managing and motivating employees effectively, as well as the core skills needed within HR regarding change management.

#### Course List

LER 597	Employee Motivation and Performance
LER 590SCM	Successful Change Management
LER 590FBM	Fundamentals of Business and Management

### Human Resources Data Analytics

Understand technical aspects of analysis in tools such as Excel, including recruiting and staffing, hiring assessments, succession planning, compensation, non-exempt workforce/negotiations, and training measurement. **Statistics pre-requisite required.**

#### Course List

LER 590WA	Workforce Analytics
LER 545	Economics of HR
LER 593	Quantitative Methods in HR