



Professional Certificate in Human Resource Management

Required Textbooks

BA 0020 — Introduction to Human Resources

Human Resource Management: Essential Perspectives (7th Edition)

John H. Jackson and Sean R. Valentine

Cengage Learning

ISBN13: 9781305115248

\$140

BA 0021 — Human Resource Management and the Law I

California Labor Law Digest (57th Ed)

CA Chamber of Commerce and Mike McCluskey (Editor)

CA Chamber (January 1, 2017)

\$170

Students will receive a 30% discount if they mention the instructor's name and title at

<http://store.calchamber.com/10032179-MASTLLD/products/California-Labor-Law-Digest>

BA 0022 — Talent Acquisition

University Reader (TBA)

Instructor: Dari Desousa

\$50

BA 0023 — Human Resources Training and Development

Active Training: A Handbook of Techniques, Designs, Case Examples, and Tips (4th ed.)

Melvin L. Silberman, Elaine Biech

Wiley (5/4/15)

ISBN13: 9781118972014

\$40

BA 0027 — Performance Management

Performance Management (3rd ed.)

Herman Aguinis

Prentice Hall 2013

ISBN-13: 9780133071764

\$100

BA 0028 — Capstone: Applying Human Resource Management

No Textbook Required

BA 0029 — Human Resource Management and the Law II

California Labor Law Digest (57th Ed)

CA Chamber of Commerce and Mike McCluskey (Editor)

CA Chamber (January 1, 2017)

\$170

Students will receive a 30% discount if they mention the instructor's name and title at

<http://store.calchamber.com/10032179-MASTLLD/products/California-Labor-Law-Digest>

BA 0033 — Compensation

Compensation (12th ed.)

Jerry Newman, Barry Gerhart, and George Milkovich

McGraw-Hill Education

ISBN13: 9781259532726

\$328

BA 0035 — Health and Safety Management

Workplace Safety: A Guide for Small and Midsized Companies

Dan Hopwood and Steve Thompson

Aspen Risk Management Group

ISBN13: 9780782136043

\$20