Professional Certificate in
Human Resource Management
Every employer — no matter how small or large, profit or nonprofit, public or private — must provide human resource management functions. Many of those functions have been streamlined, creating a need for professionals who can hire, train, manage, retain, and develop the workforce.
A career in human resource management involves strategic planning, addressing legal and ethical issues, managing complex budgets, and guiding organizational behavior and change.

Whether you’re new to HR or an accomplished practitioner, this program helps you advance your career by acquiring the necessary skills, and providing practical experience.

Complete all nine courses for a Professional Certificate in Human Resource Management or simply take the courses you need for professional development.
Workplace Benefits

- Identify the core competencies needed for human resource professionals.
- Build processes and procedures for a diverse workforce, recruitment, and ROI.
- Learn how to communicate policies to employees.
- Create an environment that attracts and retains top talent.
- Understand the role of OSHA, safety, and compensation issues in the workplace.
- Courses earn three units of SDSU Professional Development Credit, HR and the Law I and II each earn two units.

To earn the Professional Certificate in Human Resource Management, all nine courses are required. The 25-unit program is offered in collaboration with SDSU’s College of Business Administration.
BA 0020  Introduction to Human Resources
It is required that this be the first course taken in
the Human Resource Management program.

BA 0021  Human Resource Management and
the Law I

BA 0029  Human Resource Management and
the Law II

BA 0022  Talent Acquisition

BA 0023  Human Resources Training and
Development

BA 0027  Performance Management

BA 0033  Compensation

BA 0035  Health and Safety Management

BA 0028  Capstone: Applying Human
Resources

Classes are held at SDSU’s Extended
Studies/Gateway Centers, Hardy Avenue
entrance. Free and ample parking is
conveniently provided.

For more information, call (619) 594-2193,
email hr-ces@sdsu.edu, or visit
neverstoplearning.net/hr.
What Students Say About the Program

“I can say without a doubt the concepts I learned (in Talent Acquisition) led me to make a bold presentation to my boss for our company. I am happy to report it led to a 10 percent raise for me this year! Thanks SDSU.” ~Kelli Dole, executive assistant to the president and CEO at Awarepoint

“The CES SDSU Human Resource Certification Program provided much more than I expected. First of all, it improved my current work performance and added to my creativity and quest to continue learning. Moreover, each instructor contributed to my confidence, and I can see that I can make my professional goals. Overall, it has been a great experience.” ~William Oates, NPO/training manager, Centerplate – Qualcomm Stadium

Visit neverstoplearning.net/hr, call (619) 594-2193,
"The Health and Safety Management class gave a very nice overview of how safety fits into a company’s overall strategic plan. It emphasized how important a good health and safety program is and how it ties into the HR function. I feel like the class and instructor were top-notch and, as a result, I feel well-prepared to participate in safety planning in my HR career.”
~Sunny Meyer, employment coordinator, Sycuan Casino

"The HR Management and the Law class was excellent – our instructor was a current practicing attorney and was extremely knowledgeable in her field. I would recommend this class to any HR professional who wants to stay abreast of HR laws and take their career to the next level.” ~Karina Davis, human resources representative, Sharp Rees-Stealy Medical Centers
The mission of the College of Extended Studies is to provide self-support education and training to enhance careers and transform lives and organizations.