

Professional Certificate in Human Resource Management



Frequently Asked Questions

Q: What are the requirements for the HRM program?

A: It is “recommended” that students start with BA 0020. Please contact us for more information. Students may substitute a maximum of one equivalent course taken at another institution by submitting a course description and transcript of course completion.

- BA 0028 must be taken as the final course, and may be taken concurrently with a remaining course.
- Strong writing skills, verbal understanding of the English language, and basic computer skills are required.

Q: Is there an application process?

A: No application needed. Students may simply register:

- Online: At neverstoplearning.net/HR
- In person: At the SDSU Global Campus registration window (outside) on the Hardy Avenue side of the Gateway Center building, 5250 Campanile Drive. Hours are Mon.–Fri. 8 am–5 pm.
- Phone: (619) 594-5152.

Q: How long does it take to complete the program?

A: The program typically takes between 18–24 months to complete, depending on how many courses are taken each semester. It is strongly recommended that students take no more than two courses concurrently. Earning the certificate requires four core courses (10 units) plus 15 units of electives for a total of 25 units.

Q: Are textbooks required?

A: Most courses require a textbook or student reader. Students may also check other sources for more affordable pricing. We try to keep all textbooks under \$100; however, a few of books are priced over \$200.

Q: What is the cost of the program?

A: Add the cost for each core course to the cost of your choice of 15 units of electives for total tuition.

Core Courses — 10 Units

Introduction to Human Resources (online or face to face)
Course No. BA 0020 | Units: 3 | Fee: \$549

Human Resource Management and the Law I
Course No. BA 0021 | Units: 2 | Fee: \$366

Human Resource Management and the Law II
Course No. BA 0029 | Units: 2 | Fee: \$366

Capstone: Applying Human Resource Management
Course No. BA 0028 | Units: 3 | Fee: \$549

Elective Courses — Choose 15 Units

Emotional Intelligence (online)
Course No. BA 0058 | Units: 1.5 | Fee: \$275

Ethics in the Workplace (online)
Course No. BA 0059 | Units: 1.5 | Fee: \$275

Business Writing for the Workplace (online)
Course No. BA 0060 | Units: 1.5 | Fee: \$275

Diversity and Inclusion (hybrid)
Course No. BA 0061 | Units: 3 | Fee: \$549

Talent Acquisition (hybrid)
Course No. BA 0022 | Units: 3 | Fee: \$549

Human Resources Training and Development
Course No. BA 0023 | Units: 3 | Fee: \$549

Performance Management (online or face to face)
Course No. BA 0027 | Units: 3 | Fee: \$549

Compensation
Course No. BA 0033 | Units: 3 | Fee: \$549

Health and Safety Management
Course No. BA 0035 | Units: 3 | Fee: \$549

For additional information, please email globalcampus@sdsu.edu or call (619) 594-7700.

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Q: Is this a credit program?

A: The Professional Certificate in Human Resource Management offers “professional development credits” which are different from “academic credits” in that they do not factor into a student’s GPA, but courses are shown on the SDSU transcript record. If a student would like to transfer the units to another educational institution, it would be at the discretion of the other institution.

Q: Is financial aid available?

A: Several financial aid opportunities are available to students who wish to complete programs at SDSU Global Campus.

- Workforce Development — Please visit the SDSU Global Campus website (neverstoplearning.net) to see which programs are approved by the local San Diego Workforce Partnership for free tuition. The SDWP has eligibility requirements to receive this funding. To determine if you qualify, visit one of the six One-Stop Career Centers in San Diego.
- Local Lending Institutions — Various local banks, credit unions, and lending institutions now offer private loan programs specifically for continuing education. Check with your local financial institution.
- Company Tuition Reimbursement — Many companies and organizations have tuition reimbursement programs for their employees. Check with your human resources department to see if you qualify. Some companies will also pay for the costs up-front.
- SDSU Student Financial Aid — If you are a matriculated SDSU student in a degree program but wish to take an extended studies course or program, you may be able to qualify for financial aid. Check with the SDSU Financial Aid office at (619) 594-6323. For additional information, please contact the Global Campus Registration office at (619) 594-5152.
- Sallie Mae — This student loan company also offers continuing education loans. Learn more at salliemae.com.

Q: Where are the courses held?

A: Unless otherwise noted, all HRM courses are held in the Extended Studies Center (ESC) and Gateway Center (GC) buildings. See the SDSU Campus Map at sunspot.sdsu.edu/map/display.cgi. Some courses are online as well.

Q: What careers would I be eligible for after earning the Professional Certificate in HR Management

A: The Professional Certificate in HR Management prepares students for HR generalist-type careers. Our program content is aligned with the PHR/SPHR/SHRM certification exams, and aides students who are preparing to take these exams toward becoming certified.

Q: Please explain Certification versus a Professional Certificate

A: Upon successful completion of 25 units in the HRM program, students will receive the SDSU Professional Certificate. This is a formal document with our logo, showing that the student has completed the program. Students desiring to be “certified” should visit the appropriate websites for additional information.

hrci.org

APHR™ Associate Professional in Human Resources

PHR® Professional in Human Resources

PHRca® Professional in Human Resources — California

SPHR® Senior Professional in Human Resources

GPHR® Global Professional in Human Resources

PHRi™ Professional in Human Resources — International

SPHRi™ Senior Professional in Human Resources — International

shrm.org

SHRM-CP SHRM Certified Professional

SHRM-SCP SHRM Senior Certified Professional

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