



Professional Certificate in Human Resource Management Frequently Asked Questions

Q: What are the requirements for the HRM program?

A: New students are required to begin the program with BA 0020, which may be taken concurrently with another course (except BA 0028). At the discretion of the program director, an exception could be made if the student meets specific criteria. 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.
- All courses (other than BA 0020 and BA 0028) may be taken in any order.
- 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. Options are:

- Online: At neverstoplearning.net/HR
- In person: At the CES 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 couple 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

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

NEW: Emotional Intelligence (online)

Course No. BA 0058 | Units: 1.5 | Fee: \$275

NEW: Ethics in the Workplace (online)

Course No. BA 0059 | Units: 1.5 | Fee: \$275

NEW: Business Writing for the Workplace (online)

Course No. BA 0060 | Units: 1.5 | Fee: \$275

NEW: Diversity and Inclusion

Course No. BA 0061 | Units: 3 | Fee: \$549

Talent Acquisition

Course No. BA 0022 | Units: 3 | Fee: \$549

Human Resources Training and Development

Course No. BA 0023 | Units: 3 | Fee: \$549

Performance Management

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



SAN DIEGO STATE
UNIVERSITY

College of
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For more information, please email hr.ces@sdsu.edu or call (619) 594-3946.

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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 the College of Extended Studies.

- Workforce Development — Please visit the CES 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 CES 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.

Q: What positions 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 positions. 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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