Whether you’re new to HR or an accomplished professional, develop the skills you need to be indispensable.

HR is Ever-Evolving. Stay Essential to Your Employer.

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.

HR personnel are also responsible for strategic planning, addressing legal and ethical issues, managing complex budgets, and guiding organizational behavior and change.

Show your employer you’re up to the challenge, with 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 HR 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

The Certificate – Complete All Nine Courses (on reverse)

Courses Earn Three Units of SDSU Professional Development Credit

HR and the Law I and II Each Earn Two Units

Location of Classes
SDSU Extended Studies/Gateway Centers, Hardy Avenue entrance, unless otherwise noted. Free and ample parking is provided.

For more information, call (619) 594-2517, email hr.ces@mail.sdsu.edu, or visit us online at neverstoplearning.net/hr.

The College of Extended Studies is a state-approved provider for the federal Workforce Investment Act.
Introduction to Human Resources
HR professionals play a key role in making sure employees are individually and collectively able to achieve the goals and mission that define an organization – a broad mandate which covers a wide range of functions. This course will provide you a comprehensive view of HR responsibilities, including strategic and HR planning, and international HR management. It is required that this be the first course taken in the Human Resource Management program.

Course No. BA 0020 | Units: 3 | Fee: $549

Talent Acquisition
The ability to recruit and retain talent is a key success factor in business today. This course will lead you through the three stages of strategic staffing, teaching you the practical, work-ready skills you need to accurately assess the needs of your organization, navigate the selection process, and lead interviews that allow you to identify and recruit the best candidate.

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

Health and Safety Management
Learn the fundamental components of a comprehensive health and safety program to protect the employees in your organization and avoid costly liability. You'll learn about Cal-Osha requirements, risk management and loss prevention, workers' compensation claims, employee assistance plans, preventative health issues, ADA compliance, and more.

Course No. BA 0035 | Units: 3 | Fee: $549

Compensation
Each major foundational aspect of employee compensation will be reviewed in this class. Students will learn a practical approach to building a sound compensation program through lectures, case studies, and team projects. Topics will include job analysis, job descriptions, job evaluation, salary surveys, salary structures, pay for performance, benefits, and incentives.

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

Performance Management
This course explores HR's role in establishing a credible performance management system to help an organization maximize productivity. Students will learn strategies and methods for developing assessment tools, evaluating performance, diagnosing performance problems, coaching and counseling, improving employee communication, and offering career guidance.

Course No. BA 0027 | Units: 3 | Fee: $549

Human Resources Training and Development
Maintaining a highly productive workforce through the use of training will be covered in this course. Students will learn about the training function and its relationship to a high performing organization. Also included will be a look at teambuilding techniques as part of the human resource function.

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

HR Management and the Law I
The course will include a wide variety of workplace topics including: hiring, disciplining, and firing employees; unlawful harassment and discrimination; retaliation; workplace investigations; leaves of absence; accommodation of disabilities and medical issues in the workplace; wrongful termination; and litigation and alternative dispute resolution. The primary focus of the course is not only to grasp the essentials of California Employment Law and how it interacts with one's working environment, but to prevent employment-related claims and lawsuits. The class will provide the opportunity for you to learn and hear lectures from specialists in California Labor and Employment law who will provide a broad perspective on how specific legal topics affect HR professionals, managers, and employees.

Course No. BA 0021 | Units: 2 | Fee: $366

HR Management and the Law II
The course will include a wide variety of workplace topics including: wage and hour law including, employee classification, minimum wage and overtime laws, meal and rest period requirements, and other Labor Code requirements; vacation, PTO and sick leave; personnel records and privacy; drug testing and background checks; and confidentiality and company trade secret protection. The primary focus of the course is not only to grasp the essentials of California Employment Law and how it interacts with one's working environment, but to prevent employment-related claims and lawsuits. The class will provide the opportunity for you to learn and hear lectures from specialists in California Labor and Employment law who will provide a broad perspective.

Course No. BA 0029 | Units: 2 | Fee: $366

Capstone: Applying Human Resource Management
Propose and carry out a guided project that will allow you to demonstrate the HR skills learned and create a tangible product that will be useful on the job. For example, students completing this course have drafted new policies and compliance plans for their companies, developed compensation programs to motivate sales people in their organization, planned new employee orientation programs, and created green plans to promote sustainability throughout their companies.

Prerequisite Information You must successfully complete all seven of the Professional Certificate in Human Resource Management courses before you enroll in this capstone course – registration requires pre-approval by the program coordinator.

Course No. BA 0028 | Units: 3 | Fee: $549

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