



# NEW: Customize Your Professional Certificate to Your HR Career Goals

Starting this fall, the SDSU College of Extended Studies' Human Resource Management program will have an online component — four new electives — that give you the flexibility to customize your professional certificate to your particular career goals.

Whether you aspire to a career in HR management or already work in the industry, the program gives you the foundation you need for designing, managing, and evaluating organizational programs. Our instructors work in the industry, and teach skills critical to recruiting and hiring, employee compensation and benefits, and employee assistance and training.

In the ever-changing HR landscape, stand out as a leader who can align your department to your organization's goals, and improve employee productivity and satisfaction.

## 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

Combine 15 units of electives with the core courses (10 units) for a total of 25 units. See complete course descriptions on the reverse side of the flyer.

## Location of Classes

The SDSU Extended Studies/Gateway Center, Hardy Avenue entrance, unless otherwise noted. Free and ample parking is provided.

Professional Certificate in Human Resource Management 2018 Fall Course Schedule				
Required Courses (Must Complete All Four)*	Units	Cost	18FA	19SP
BA 0020 Introduction to Human Resources	3	\$549	9/27-12/13	✓
BA 0021 Human Resource Management and the Law I	2	\$366		✓
BA 0029 Human Resource Management and the Law II	2	\$366	9/24-12/3	
BA 0028 Capstone: Applying Human Resource Management	3	\$549	9/19-12/8	✓
Elective Courses (Select 15 Units)*	Units	Cost	18FA	19SP
BA 0022 Talent Acquisition	3	\$549		✓
BA 0023 Human Resources Training and Development	3	\$549		✓
BA 0027 Performance Management	3	\$549	10/4-12/20	
BA 0033 Compensation	3	\$549		✓
BA 0035 Health and Safety Management	3	\$549	9/4-11/27	
BA 0058 Emotional Intelligence	1.5	\$275	10/29-12/3	
BA 0059 Ethics in the Workplace	1.5	\$275	9/10-10/22	
BA 0060 Business Writing for the Workplace	1.5	\$275		✓
BA 0061 Diversity and Inclusion	3	\$549		✓

\*Prices subject to change. \*\* It is recommended that BA 20: Introduction to Human Resources be taken first. May be taken concurrently with any course but Capstone.

[neverstoplearning.net/hr](http://neverstoplearning.net/hr)

For more information, call (619) 594-3946 or email [hr.ces@sdsu.edu](mailto:hr.ces@sdsu.edu).

The College of Extended Studies is a state-approved provider for the federal Workforce Investment Act.



SAN DIEGO STATE UNIVERSITY

College of Extended Studies

never stop learning<sup>SM</sup>

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### **Core Courses — 10 Units**

#### **Introduction to Human Resources**

HR professionals play a key role in ensuring that employees can achieve the goals and mission that define an organization — a broad mandate which covers a wide range of functions. Gain a comprehensive view of the requisite HR responsibilities. It is highly recommended this course be taken first.  
**Course No.** BA 0020 | **Units:** 3 | **Fee:** \$549

#### **Human Resource Management and the Law I**

Learn from practical examples about the federal, state, and local laws that regulate and define the employment relationship. Topics include: laws governing union organizing; EEO and affirmative action law; health, safety, and workers compensation regulations; leaves of absence and the ADA; and compliance with employee pay and benefit rules.  
**Course No.** BA 0021 | **Units:** 2 | **Fee:** \$366

#### **Human Resource Management and the Law II**

In addition to understanding how California labor and employment law interacts with the work environment, learn how to reduce the risk of employment-related claims and lawsuits. Guest speakers — specialists in California labor and employment law — will provide a broad perspective on how specific legal topics affect HR professionals, managers, and employees. This course may be taken prior to HR Management and the Law I.  
**Course No.** BA 0029 | **Units:** 2 | **Fee:** \$366

#### **Capstone: Applying Human Resource Management**

Propose and carry out a guided project that demonstrates your enhanced HR skills, while also creating a tangible product that will be useful on the job. For example, graduates have drafted new policies and compliance plans for their companies, developed compensation programs to motivate sales people, planned new employee orientation programs, and created green plans to promote sustainability. Prerequisite: You must successfully complete 22 units before you enroll in the capstone course — registration requires pre-approval by the program coordinator.  
**Course No.** BA 0028 | **Units:** 3 | **Fee:** \$549

### **Elective Courses — Choose 15 Units**

#### **NEW: Emotional Intelligence (online)**

Emotional intelligence (EI) or emotional quotient (EQ) — recognizing and managing our emotions, discerning the emotions of others, and building relationships — is widely regarded as more important than even IQ. Boost your emotional intelligence in just 20 hours.  
**Course No.** BA 0058 | **Units:** 1.5 | **Fee:** \$275

#### **NEW: Ethics in the Workplace (online)**

Heighten your awareness of when integrity and an understanding of ethical issues are required. Learn to develop solutions, evaluate their impact, and take a course of action. Also understand the impact of cultural and organizational pressures to conform, identify early warning signs of conflict between personal and work values, and when to escalate issues and to whom.  
**Course No.** BA 0059 | **Units:** 1.5 | **Fee:** \$275

#### **NEW: Business Writing (online)**

Professional reputations are built on how effectively one can convey ideas in writing. In this four-week course, learn the essentials of style, grammar, and diction; and how to craft clear and concise written communications for workplace success: emails, memos, reports, and presentations.  
**Course No.** BA 0060 | **Units:** 1.5 | **Fee:** \$275

#### **NEW: Diversity and Inclusion**

Businesses need to adapt to our changing nation to be competitive in the global marketplace. Recruiting from a diverse pool of candidates means a more qualified workforce, helps businesses avoid employee turnover costs, and fosters a more creative and innovative workplace.  
**Course No.** BA 0061 | **Units:** 3 | **Fee:** \$549

#### **Talent Acquisition**

Recruiting and retaining talent are a key to success for any business. Learn the three stages of strategic staffing — the skills needed to assess the needs of your organization, navigate the selection process, and lead interviews that allow you to identify and recruit the best candidates.  
**Course No.** BA 0022 | **Units:** 3 | **Fee:** \$549

#### **Human Resources Training and Development**

Learn about the training function and its relationship to maintaining a productive workforce and 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

#### **Performance Management**

This course explores HR's role in establishing a performance management system to help an organization maximize productivity. 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

#### **Compensation**

Each major foundational aspect of employee compensation will be reviewed in this course. Through lectures, case studies, and team projects, learn a practical approach to building a sound compensation program. Topics include job analysis, description, and evaluation; salary surveys and structures; pay for performance; benefits and incentives.  
**Course No.** BA 0033 | **Units:** 3 | **Fee:** \$549

#### **Health and Safety Management**

Learn the fundamental components of a comprehensive health and safety program to protect employees and avoid costly liability. 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

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