Educate. Train. Empower. Earn Your SDSU HR Certificate

**Required Courses (Must Complete All Four)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Units</th>
<th>Cost</th>
<th>Format</th>
<th>20FA</th>
<th>21SP</th>
<th>21SU</th>
<th>21FA</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 0020</td>
<td>Introduction to Human Resources*</td>
<td>3</td>
<td>$549</td>
<td>Online</td>
<td>8/10–10/25</td>
<td>1/25–4/12</td>
<td>✔️</td>
<td>✔️</td>
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</tbody>
</table>

**Elective Courses (Select 15 Units)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>21SP</th>
<th>21SU</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 0022</td>
<td>Talent Acquisition</td>
<td>3</td>
<td>$549</td>
<td>Online</td>
<td>✔️</td>
<td></td>
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<tr>
<td>BA 0023</td>
<td>Human Resources Training and Development</td>
<td>3</td>
<td>$549</td>
<td>Online</td>
<td>9/24–12/11</td>
<td>✔️</td>
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<tr>
<td>BA 0027</td>
<td>Performance Management</td>
<td>3</td>
<td>$549</td>
<td>Online</td>
<td>9/8–12/1</td>
<td>✔️</td>
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<tr>
<td>BA 0033</td>
<td>Compensation*</td>
<td>3</td>
<td>$549</td>
<td>2/11–4/29</td>
<td>✔️</td>
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<tr>
<td>BA 0035</td>
<td>Health and Safety Management</td>
<td>3</td>
<td>$549</td>
<td>Online</td>
<td>2/8–4/26</td>
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<tr>
<td>BA 0058</td>
<td>Emotional Intelligence</td>
<td>1.5</td>
<td>$275</td>
<td>Online</td>
<td>✔️</td>
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<tr>
<td>BA 0059</td>
<td>Ethics in the Workplace</td>
<td>1.5</td>
<td>$275</td>
<td>Online</td>
<td>3/22–5/2</td>
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<td>BA 0060</td>
<td>Business Writing for the Workplace</td>
<td>1.5</td>
<td>$275</td>
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<tr>
<td>BA 0061</td>
<td>Diversity and Inclusion</td>
<td>3</td>
<td>$549</td>
<td>Online</td>
<td>✔️</td>
<td></td>
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</tbody>
</table>

*Classes held on Zoom. All courses held on Zoom will take place from 6-7:30 pm PST. *Schedule subject to change.

Program Overview
- Estimated Cost: $4,575
- Minimum completion time: 1 Year
- Course Format: Online

**Human Resources Manager**
Labor Analysis Nationwide

- **Job Postings**
  - Last 12 months 67,669
- **Projected Growth**
  - Over 10 years +9%
- **Avg. Salary Range**
  - $55,000–$88,000

**Workplace Benefits**
- Build and promote processes and procedures for a diverse and engaged workforce
- Create an environment that attracts and retains top talent
- Learn the fundamentals of performance management and developing your workforce
- Understand the role of Cal/OSHA, safety, and compensation issues in the workplace

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

neverstoplearning.net/hr
Become the HR Manager that Today’s Workforce Needs. Register for Your Courses Today.

Whether you’re an aspiring HR manager or you’re looking to advance your current career, our program can help you promote a positive culture throughout your organization.

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. 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 about the laws that regulate and define the employment relationship. You’ll also learn about the laws that govern union organizing, EEO and affirmative action, health and safety, workers compensation, employee pay, and more.
  Course No. BA 0021 | Units: 2 | Fee: $366

- Human Resource Management and the Law II
  Learn how to reduce the risk of employment-related claims and lawsuits. Guest speakers — specialists in California labor and employment law — will provide perspective on how specific legal topics affect HR professionals and employees.
  Course No. BA 0029 | Units: 2 | Fee: $366

- Capstone: Applying Human Resource Management
  Propose and carry out a project that demonstrates your enhanced HR skills, while also creating a tangible product that employees can achieve the goals and mission that define an organization. Gain a comprehensive view of the requisite HR responsibilities. It is highly recommended this course be taken first.
  Course No. BA 0028 | Units: 3 | Fee: $549

Elective Courses — Choose 15 Units

- Emotional Intelligence
  Emotional intelligence (EI) or emotional quotient (EQ) — recognizing and managing our emotions, discerning the emotions of others, and building relationships — is a vital part of being a successful HR professional.
  Course No. BA 0058 | Units: 1.5 | Fee: $275

- Ethics in the Workplace
  Heighten your ability to deal with ethical issues with integrity. Learn how to develop solutions, evaluate their impact, and take a course of action. You’ll also learn how to identify warning signs of conflict between personal and work values.
  Course No. BA 0059 | Units: 1.5 | Fee: $275

- Business Writing
  Professional reputations are built on how effectively one can convey ideas in writing. Learn the essentials of style, grammar, and diction in order to convey your ideas clearly through written communications like emails, memos, reports, and presentations.
  Course No. BA 0060 | Units: 1.5 | Fee: $275

- Diversity and Inclusion
  Businesses need to be equitable to be competitive in the global marketplace. Learn how to recruit from a diverse pool of candidates in order to foster a more qualified workforce and a more creative and innovative workplace.
  Course No. BA 0061 | Units: 3 | Fee: $549

- Talent Acquisition
  Recruiting and retaining talent is vital for any business. Learn how 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. You’ll also learn about teambuilding techniques as part of the human resource function.
  Course No. BA 0023 | Units: 3 | Fee: $549

- Performance Management
  Learn about HR’s role in establishing a performance management system to help maximize productivity. Learn how to develop assessment tools, evaluate performance, diagnose performance problems, improve employee communication, and offer career guidance.
  Course No. BA 0027 | Units: 3 | Fee: $549

- Compensation
  Through lectures, case studies, and team projects, you’ll learn how to build a sound compensation program. Topics include job analysis, description, and evaluation, as well as salary surveys and structures, pay for performance, and benefits.
  Course No. BA 0033 | Units: 3 | Fee: $549

- Health and Safety Management
  Learn how to build a health and safety program that will protect employees and avoid liability. Learn about Cal-OSHA requirements, risk management and loss prevention, compensation claims, assistance plans, preventative health issues, ADA compliance, and more.
  Course No. BA 0035 | Units: 3 | Fee: $549

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