**Educate. Train. Empower. Earn Your SDSU HR Certificate**

<table>
<thead>
<tr>
<th>Required Courses (Must Complete All Four)</th>
<th>Units</th>
<th>Cost</th>
<th>23SP</th>
<th>23SU</th>
<th>22FA</th>
<th># of Weeks</th>
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<tbody>
<tr>
<td>BA 0020 Introduction to Human Resources*</td>
<td>3</td>
<td>$549</td>
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<tr>
<td>BA 0021 Human Resource Management and the Law I</td>
<td>2</td>
<td>$366</td>
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<td>BA 0028 Capstone: Applying Human Resource Management* Approval needed to enroll</td>
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<table>
<thead>
<tr>
<th>Elective Courses (Select 15 Units)</th>
<th>Units</th>
<th>Cost</th>
<th>23SP</th>
<th>23SU</th>
<th>22FA</th>
<th># of Weeks</th>
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<tbody>
<tr>
<td>BA 0022 Talent Acquisition</td>
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<td>BA 0023 Human Resources Training and Development</td>
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<td>BA 0033 Compensation*</td>
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<td>BA 0035 Health and Safety Management</td>
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<td>BA 0058 Emotional Intelligence</td>
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<td>BA 0059 Ethics in the Workplace</td>
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<td>BA 0060 Business Writing for the Workplace</td>
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</table>

*Classes held on Zoom. All courses held on Zoom will take place from 6 pm-8 pm PST.

*Schedule subject to change. Prices subject to change. It is recommended that BA 0020: Introduction to Human Resources should be taken first. May be taken concurrently with any course but Capstone.

**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
Professional Certificate in HR Management

Become the HR Manager that Today’s Workforce Needs.

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.

To earn your Professional Certificate in Human Resource Management, you’ll need to complete 25 units of the following courses.

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: 3 | Fee: $549

Capstone: Applying

Human Resource Management
Propose and carry out a project that demonstrates your enhanced HR skills, while also creating a tangible product that will be useful on the job. Prerequisite: You must successfully complete 22 units before you enroll. Registration requires pre-approval.
Course No. BA 0028 | Units: 3 | Fee: $549

Elective Courses — 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

Organizational Behavior
Explore human behavior (both as individuals and in groups) within the context of an organization. Develop your potential to be an effective team member and manager of people.
Course No. BA 0062 | Units: 3 | Fee: $549

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