



SAN DIEGO STATE  
UNIVERSITY

College of  
Extended Studies

*never stop learning<sup>sm</sup>*



# Professional Certificate in Human Resource Management





## HR is ever-evolving. Stay indispensable.



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.



A career in human resource management involves strategic planning, addressing legal and ethical issues, managing complex budgets, and guiding organizational behavior and change.

Whether you're new to HR or an accomplished practitioner, this program helps you advance your career by acquiring the necessary skills, and providing practical experience.

Complete all nine courses for 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 human resource 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.

To earn the Professional Certificate in Human Resource Management, all nine courses are required. The 25-unit program is offered in collaboration with SDSU's College of Business Administration.

Classes are held at SDSU's Extended Studies/Gateway Centers, Hardy Avenue entrance. Free and ample parking is conveniently provided.



- BA 0020** Introduction to Human Resources  
Required first course. (3 units)
- BA 0021** Human Resource Management  
and the Law I (2 units)
- BA 0029** Human Resource Management  
and the Law II (2 units)
- BA 0022** Talent Acquisition (3 units)
- BA 0023** Human Resources Training  
and Development (3 units)
- BA 0027** Performance Management (3 units)
- BA 0033** Compensation (3 units)
- BA 0035** Health and Safety  
Management (3 units)
- BA 0028** Capstone: Applying Human  
Resources (3 units)

For more information, call **(619) 594-2517**,  
email **[hr.ces@sdsu.edu](mailto:hr.ces@sdsu.edu)**, or visit  
**[neverstoplearning.net/hr](http://neverstoplearning.net/hr)**.





## What Students Say About the Program

“I can say without a doubt the concepts I learned (in *Talent Acquisition*) led me to make a bold presentation to my boss for our company. I am happy to report it led to a 10 percent raise for me this year! Thanks SDSU.” ~Kelli Dole, executive assistant to the president and CEO at Awarepoint

“The CES SDSU Human Resource Certification Program provided much more than I expected. First of all, it improved my current work performance and added to my creativity and quest to continue learning. Moreover, each instructor contributed to my confidence, and I can see that I can make my professional goals. Overall, it has been a great experience.” ~William Oates, NPO/training manager, Centerplate – Qualcomm Stadium

Visit [neverstoplearning.net/hr](https://neverstoplearning.net/hr), call (619) 594-2517,





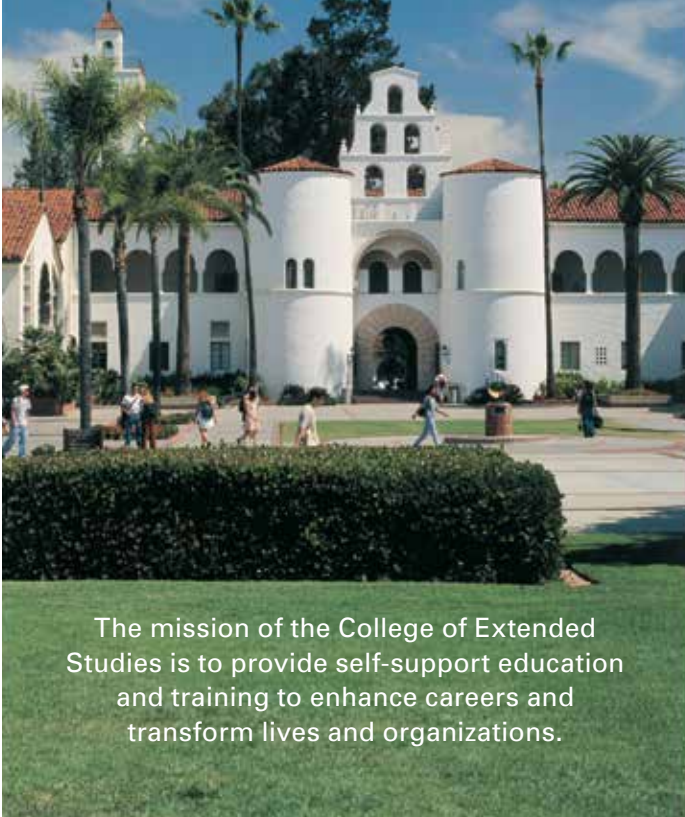
“The *Health and Safety Management* class gave a very nice overview of how safety fits into a company’s overall strategic plan. It emphasized how important a good health and safety program is and how it ties into the HR function. I feel like the class and instructor were top-notch and, as a result, I feel well-prepared to participate in safety planning in my HR career.”

~Sunny Meyer, employment coordinator, Sycuan Casino

“The *HR Management and the Law* class was excellent – our instructor was a current practicing attorney and was extremely knowledgeable in her field. I would recommend this class to any HR professional who wants to stay abreast of HR laws and take their career to the next level.”

~Karina Davis, human resources representative, Sharp Rees-Stealy Medical Centers

or email [hr.ces@sdsu.edu](mailto:hr.ces@sdsu.edu).



The mission of the College of Extended Studies is to provide self-support education and training to enhance careers and transform lives and organizations.



SAN DIEGO STATE  
UNIVERSITY

---

College of  
Extended Studies

*never stop learning<sup>sm</sup>*

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