

# Professional Certificate in HR Management



## Estimated Cost

\$4,575



## Min. Completion Time

1 Year



## Course Format

Online

## Labor Analysis Human Resources Manager – Nationwide



## Job Postings

161,700 Last 12 months



## Projected Growth

+9% Over 10 years



## Average Salary

\$96,558

Source: Burning Glass/Emsi, 2022

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

Required Courses (Must Complete All Four)	Units	Cost	23SP	23SU	23FA	# of Weeks
BA 0020 Introduction to Human Resources*	3	\$549				12
BA 0021 Human Resource Management and the Law I	2	\$366				10
BA 0028 Capstone: Applying Human Resource Management* Approval needed to enroll	3	\$549				12
BA 0029 Human Resource Management and the Law II*	2	\$366				10
Elective Courses (Select 15 Units)	Units	Cost	223P	23SU	23FA	# of Weeks
BA 0022 Talent Acquisition	3	\$549				11
BA 0023 Human Resources Training and Development	3	\$549				12
BA 0027 Performance Management	3	\$549				12
BA 0033 Compensation*	3	\$549				12
BA 0035 Health and Safety Management	3	\$549				12
BA 0058 Emotional Intelligence	1.5	\$275				6
BA 0059 Ethics in the Workplace	1.5	\$275				6
BA 0060 Business Writing for the Workplace	1.5	\$275				6
BA 0061 Diversity and Inclusion	3	\$549				12
BA 0062 Organizational Behavior	3	\$549				12

\*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. 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 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

#### Organizational Behavior

Course introduces you to the study of human behavior (both as individuals and in groups) within the context of an organization. The primary goal of this course is to help you develop your potential to be an effective team member and manager of people. A combination of lecture zoom class discussion, and independent self-study will be utilized to facilitate learning and to encourage you to analyze, evaluate, and apply the courserelated content.

Course No. BA 0062 | 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