

CSUB Extended University 512  
Extension Programs  
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California State University,  
Bakersfield

Extended University Division

**Human Resource Management  
Certificate Program**



[www.csub.edu/extension](http://www.csub.edu/extension)  
(661) 654-2441

## About the Program

This certificate program consists of three courses and provides working professionals with practical, hands-on professional development in the field of human resource management.

The program provides practical, up-to-date information on handling your organization's human resources. Dazzle your boss and save your firm headaches, lawsuits, and money by learning how to minimize potential liabilities in tough areas such as: hiring, terminations, workers' compensation, and sexual harassment.

You can also help the people you work with by learning the best practices in human resource management. Performance appraisals, better hiring techniques, planning benefit packages, and maintaining a safe work environment can help you recruit and keep a top-notch workforce.

## Admission

To be admitted to the Human Resource Management certificate program you must complete the application and submit it with the application fee.

Admittance is only in the Fall quarter, as you must complete all three courses in sequence.

To request an application please contact our office at (661) 654-2441 or you can download an application at our website at [www.csub.edu/extension](http://www.csub.edu/extension)



*EUD does not discriminate on the basis of race, color, national origin, sex, physical handicap, or sexual orientation in the educational programs or activities it conducts. Students admitted with physical, perceptual or learning disabilities will be given necessary accommodations provided that their disability has been verified by the CSUB SSD Office at (661) 654-3360.*

## Courses

### Managing Human Resources - Beginning (Fall Quarter)

BA 803 (3.0 CEU)

This practical, interactive class is designed to give a basic, realistic view of human resource management basics. Gain knowledge and classroom experience in Federal labor law, State labor law, legal reporting/compliance basics, job analysis, design, descriptions and specifications, recruiting channels, planning, tracking, basic interviewing, assessments, selection, tracking/analysis, and legal compliance.

### Managing Human Resources - Intermediate (Winter Quarter)

BA 804 (3.0 CEU)

This "hands-on" class is designed to provide attitudinal training and practical application to the personnel/human resource administrator. Students will gain knowledge and interactive classroom experience in performance appraisal, promotions, compensation and benefits, employee relations, legal issues, developing and administering a compensation plan, documentation, benefits plan types, legislation (FMLA, Cobra-Erisa), employee health and welfare programs, termination and rehires, references for former employees, and tracking employee tenure.

### Managing Human Resources - Advanced (Spring Quarter)

BA 805 (3.0 CEU)

This class provides the advanced HR professional with tools imperative to successfully meet the needs of growing organizations in the following areas: Contemporary issues in State and Federal Labor Law, legal documentation and report, sexual harassment, policy and procedures, violence in the work place, strategic HR planning, succession planning, training, needs assessment, training administration, training evaluation, employee development vs. training, career development, mentoring programs, labor relations, collective bargaining, grievance management, introduction to safety, assessing, preventing, and training, future directions for HR.