



COLLEGE OF THE
EXTENDED UNIVERSITY
CAL POLY POMONA

Business & Administrative Development

California Notary Training

Certificate in Grant Writing/Management

Fundraising Fundamentals for Nonprofits

Human Resource Management Certificate

Supervisory Training Certificate



IN TODAY'S BUSINESS ENVIRONMENT, education and experience are key elements needed to successfully climb the corporate ladder. We can help you keep pace by providing intensive, real-world training that you can take back to the office and implement immediately. Whether you are an HR professional, an administrative assistant, a mom looking to rejoin the workforce, or a soon-to-be retiree who wants to start their own consulting business, we have courses that will help you succeed.

California Notary Training

In six short hours you can learn the skills needed to start your own lucrative part-time or full-time business as a notary. This one-day seminar provides the practical training you need to sail through the notary exam and our program guarantees that you'll pass.

Certificate in Grant Writing/Management

This certificate program consists of two classes: Project Planning and Grant Proposal Writing and an advanced course, Grant Income Growth and Management. Each course meets once a week for 10 weeks. In Project Planning and Grant Proposal Writing, students prepare and submit (depending on funding source deadlines) an actual grant proposal, including a detailed budget. In the advanced course, Grant Income Growth and Management, students will develop a revenue plan to maximize and effectively manage multiple grant solicitations.

Fundraising Fundamentals for Nonprofits Course

This short course offers comprehensive training in fund development principles and best practices for nonprofit professionals and others who are responsible for managing fundraising programs or for those who want to become development professionals. This course may be used as a prerequisite to the Certificate in Grant Writing/Management.

Human Resource Management Certificate

Employing and retaining the right people within your organization will not only increase productivity, but will also increase your bottom line. Learn state-of-the-art methods and practices that will help you make the most of the rapidly changing field of personnel management and human resource development.

This certificate program covers such topics as:

- Employee Recruitment, Selection and Placement
- Human Resource Development and Training Techniques
- Labor and Employee Relations
- Organizational Behavior
- and more . . .

Supervisory Training Certificate

How effectively do you manage the performance and productivity of your team? Develop the critical skills needed to effectively delegate work, assess employee performance, and resolve employee conflicts as you create a team environment for your employees.