HUMAN RESOURCE MANAGEMENT (PROFESSIONAL CERTIFICATE)

Award: Professional Certificate
Program of Study: Human Resource Management
Program Code: 1178

The Human Resource Management Certificate is designed to prepare students to practice HR Management in a variety of organizations. The curriculum is aligned with the Society for Human Resource Management (SHRM) Body of Competency and Knowledge (BoCK). Students will gain technical HR knowledge and expertise to demonstrate mastery of critical HR functions including: HR Strategic Planning, Talent Acquisition, Employee Engagement & Retention, Training and Development, Total Rewards, Structure of the HR Function, Organizational Effectiveness & Development, Workforce Management. HR in the Global Context, Diversity & Inclusion, Risk Management, Corporate Social Responsibility, and U.S. Employment Law & Regulations.

Throughout the program, students will be given opportunities to participate in hands-on learning activities. The program can be completed in one year and can be completed fully online or as a hybrid of on-campus and online courses.

For more information on what you can do with this major, visit Career Services' What to Do with a Major? resource.

All CMU certificate graduates are expected to demonstrate proficiency in specialized knowledge/applied learning, critical thinking, and personal and social responsibility. In addition to these campus#wide student learning outcomes, graduates of this major will be able to:

1. Apply key principles of human resource management (HRM), such as employment laws, staffing, training development, compensation, safety health, employee labor relations, ethics, and employee performance management. (Communication Fluency, Specialized knowledge/Applied Learning, Personal and Social Responsibility)
2. Analyze and forecast organizational staffing requirements and their outcomes. (Communication Fluency, Quantitative Fluency, Specialized Knowledge/Applied Learning)
3. Evaluate the functions of training and development in organizations, with emphasis on learning theory, learning objectives, instructional methods, needs assessment, evaluation of training effectiveness, and emerging concepts in workplace education. (Communication Fluency, Specialized Knowledge/Applied Learning)
4. Design strategic compensation systems with emphasis on seniority; merit, incentive, and person-focused pay; job evaluation; internal and external equity; benefits administration; international, executive, and flexible workforce compensation systems; and diversity and ethical considerations. (Quantitative Fluency, Specialized Knowledge/Applied Learning, Personal and Social Responsibility)

Requirements

Each section below contains details about the requirements for this program. Select a header to expand the information/requirements for that particular section of the program's requirements.

To print or save an overview of this program's information, including the program description, learning outcomes, requirements, suggested course sequencing (if applicable), and advising and graduation information, scroll to the bottom of the left-hand navigation menu and select "Print Options." This will give you the options to either "Send Page to Printer" or "Download PDF of This Page." The "Download PDF of This Page" option prepares a much more concise presentation of all program information. The PDF is also printable and may be preferable due to its brevity.

Institutional Degree Requirements

The following institutional requirements apply to all CMU Professional Certificates. Specific programs may have different requirements that must be met in addition to institutional requirements.

- Consists of 5-59 semester hours.
- Primarily 300-400 level courses.
- At least fifty percent of the credit hours must be taken at CMU.
- 2.00 cumulative GPA or higher in all courses taken to satisfy program requirements.
- A grade lower than "C" in the program of study will not be counted toward meeting the certificate's requirements.
- A course may only be used to fulfill one requirement for each degree/certificate.
- Pre-collegiate courses (usually numbered below 100) cannot be used for graduation.
- Capstone exit assessment/projects (e.g., Major Field Achievement Test) requirements are identified under Program-Specific Certificate Requirements.
- The Catalog Year determines which program sheet and certificate requirements a student must fulfill in order to graduate. Visit with your advisor or academic department to determine which catalog year and program requirements you should follow.
- See "Requirements for Undergraduate Degrees and Certificates" in the catalog for a complete list of graduation requirements.

Program Specific Requirements

(12 semester hours)

Code	Title	Semester Credit Hours
HRMA 371	Human Resource Management [1]	3
HRMA 372	Employee Recruitment and Selection	3
HRMA 474	Training and Development	3
HRMA 475	Compensation and Reward Systems	3
Total Semester Credit Hours		**12**

[1] Prerequisite course/s may be required, increasing the number of hours for the program. Please consult with a discipline specific faculty for more information.

Suggested Course Plan

First Year		
Spring Semester		**Semester Credit Hours**
HRMA 371	Human Resource Management	3
	Semester Credit Hours	**3**
Fall Semester		
HRMA 372	Employee Recruitment and Selection	3
HRMA 474	Training and Development	3
	Semester Credit Hours	**6**
Second Year		
Spring Semester		
HRMA 475	Compensation and Reward Systems	3
	Semester Credit Hours	**3**
	Total Semester Credit Hours	**12**

Advising and Graduation

Advising Process and DegreeWorks

Documentation on the pages related to this program is intended for informational purposes to help determine what courses and associated requirements are needed to earn a certificate. Some courses are critical to complete in specific semesters while others may be moved around. Meeting with an academic advisor is essential in planning courses and discussing the suggested course sequencing. It is ultimately the student's responsibility to understand and fulfill the requirements for their intended certificate.

DegreeWorks is an online degree audit tool available in MAVzone. It is the official record used by the Registrar's Office to evaluate progress towards a certificate and determine eligibility for graduation. Students are responsible for reviewing their DegreeWorks audit on a regular basis and should discuss questions or concerns with their advisor or academic department head. Discrepancies in requirements should be reported to the Registrar's Office.

Graduation Process

Students must complete the following in the first two months of the semester prior to completing their certificate requirements (for one-semester certificates, complete in the first week of class):

- Review their DegreeWorks audit and create a plan that outlines how unmet requirements will be met in the final semester.
- Meet with their advisor and modify their plan as needed. The advisor must approve the final plan.
- Submit the "Intent to Graduate" form to the Registrar's Office to officially declare the intended graduation date and commencement ceremony plans.
- Register for all needed courses and complete all requirements for each degree sought.

Submission deadlines and commencement details can be found on the Graduation web page.

If a student's petition for graduation is denied, it will be their responsibility to apply for graduation in a subsequent semester. A student's "Intent to Graduate" does not automatically move to a later graduation date.