

# Plan of Study

## Human Resource Management Certificate

<b>Student Name:</b>	<b>ID#:</b>
----------------------	-------------

The Human Resource Management Certificate will be awarded upon successful completion of the certificate classes.

To apply for this certificate, visit <http://gradschool.psu.edu/apply/>.

- The courses are not listed in sequential order.
- **Students must maintain a GPA of 3.0 or better.**
- A course Registration Form is required for students *not* currently in a *management* master's degree program.
- Students should e-mail advising questions to the Management Division at [managementhelp@psu.edu](mailto:managementhelp@psu.edu).
- **After successfully completing 15 credits of approved course work, students should submit a certificate request form found at <http://greatvalley.psu.edu/form/graduate-certificate-completion-form>.**

Required Course (3 Cr.)			
	Course Title	Semester	Grade
<b>MGMT 541*</b>	Human Resource Management		
Electives (12 Cr.): Select One From Each Category:			
Category 1: Internal Consulting			
<b>ACCTG 524**</b>	Managerial Accounting		
<b>BUSAD 523</b>	Prices and Markets (microeconomics)		
<b>BUSAD 578</b>	Managing Business Processes		
<b>HRER 516***</b>	Labor Market Analysis		
<b>HRER 816***</b>	Labor Market Analysis		
Category 2: Organizational Development & Change			
<b>BUSAD 519/LEAD 519</b>	Developing Creative High Performance Organizations		
<b>BUSAD 545</b>	Negotiation Strategies		
<b>BUSAD 555/LEAD 555**</b>	Full Range Leadership Development		
<b>BUSAD 558</b>	Knowledge Management		
<b>LEAD 562**</b>	Strategic Leadership		
<b>MGMT 501</b>	Behavioral Science in Business		
<b>MGMT 523</b>	Organizational Change: Theory and Practice		
Category 3: Globalization			
<b>BUSAD 542</b>	Global Intercultural Management		
<b>BUSAD 556/LEAD 556</b>	Diversity Leadership		
<b>HRER 803***(formerly 800)</b>	Human Resources in Multinational Enterprises		
Category 4: Current Topics in Human Resources			
<b>BUSAD 534</b>	Ethical Dimensions of Mgmt. in the Bio.& Health Ind.		
<b>BUSAD 551</b>	Business, Ethics, and Society		
<b>BUSAD 559</b>	Career Management		
<b>BUSAD 802</b>	Cornerstone of Sustainability		
<b>BUSAD 809</b>	Triple Bottom Line Accounting		
<b>HRER 501***</b>	Labor and Employment Law		
<b>MGMT 507</b>	Positive Organizational Behavior and Wellbeing		

\* Students who already have completed a graduate-level course that provides a comprehensive overview of the HR function in organizations and an in-depth examination of the strategic planning and implementation of HRM, as determined in advance by the head of the certificate program, may be permitted to waive this course if completed within five years prior to admission.

\*\* These courses have prerequisites or require demonstration of prior preparation in a subject area. Contact the Management Division at Penn State Great Valley prior to registering for these courses.

\*\*\*[HRER](#) courses are online through the School of Labor and Employment Relations. Contact the Management Division for enrollment information.

**If you intend to pursue a degree program at Penn State in the future and wish to have these nondegree credits applied toward the requirements of your degree, it is important to note the following:**

- Nondegree students must formally apply for degree admission to their intended academic program and submit all required supporting credentials. There is no assurance that nondegree students will be admitted as degree candidates to a program.
- Like all other applicants for admission to a program, nondegree students must meet the academic requirements specified by the Graduate School and the particular academic department that are in effect at the time of application.
- All credits must be earned within five years preceding entry into the degree program.