

## Plan of Study Human Resource Management Certificate

<b>Student Name:</b>	<b>ID#:</b>
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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 841*</b>	Human Resource Management (available 100% online)		
Electives (12 Cr.): Select One from Each Category:			
Category 1: Analyzing Business Processes and Performance			
<b>ACCTG 814**</b>	Managerial Accounting (available 100% online)		
<b>BUSAD 523</b>	Prices and Markets (microeconomics)		
<b>BUSAD 578</b>	Managing Business Processes		
<b>HRER 516/816***</b>	Labor Market Analysis (available 100% online)		
Category 2: Change Management and Leadership			
<b>BUSAD 519/LEAD 519</b>	Developing Creative High-Performance Organizations		
<b>BADM 828</b>	Negotiations		
<b>LEAD 862**</b>	Strategic Leadership (available 100% online)		
<b>MGMT 823</b>	Organizational Change: Theory and Practice (available 100% online)		
Category 3: Global & Intercultural Effectiveness			
<b>BUSAD 542</b>	Global Intercultural Management		
<b>BUSAD 556/LEAD 556</b>	Diversity Leadership (available 100% online)		
<b>HRER 803***(formerly 800)</b>	Human Resources in Multinational Enterprises (available 100% online)		
<b>I B 800</b>	International Business Management		
Category 4: Developing Positive and Ethical Relationships with Stakeholders			
<b>BUSAD 802</b>	Cornerstone of Sustainability		
<b>BUSAD 809</b>	Triple Bottom Line Accounting		
<b>HRER 501***</b>	Labor and Employment Law (available 100% online)		
<b>LEAD 863</b>	Ethical Dimensions of Leadership		
<b>MBADM 815</b>	Ethical and Responsible Business Leadership		
<b>MGMT 507</b>	Positive Organizational Behavior and Wellbeing (available 100% online)		

\* 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 offered by 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.