



Graduate & Professional Studies

Certificate of Advanced Study - Human Resource Management

This 15-credit program will allow you to expand your knowledge base and open opportunities in the field of Human Resource Management. All courses can be applied toward a master's degree or can be a stand-alone credential of value setting you apart in the workplace

MG554: Management of Human Resources **Fall I**

This course involves a comprehensive analysis of behavioral theory and practical, analytical techniques for dealing with day-to-day problems in work situations. The specific objective is to develop the action-taking ability and the administrative capacity and know-how to handle the human problems of organizations within an appropriate policy framework.

HR563: Labor Relations **Fall II**

Students are exposed to the principles and techniques of collective bargaining. Topics include references to national and state statutes and cases of precedential value, preparation for bargaining, scope of the bargaining process, use of impasse procedures, unfair labor practices, and the role of the grievance procedure under a collective bargaining agreement.

MG551: Organizational Theory & Behavior **Spring I**

This course surveys the major areas within the field of management, examining structures and processes on both group and organizational levels. Both traditional and contemporary organizational theories are analyzed and applied to business operations.

HR561: Compensation & Benefits **Spring II**

This course introduces students to the planning, administration, and design of compensation programs, including legal compliance fundamentals. The course also provides a comprehensive overview of the design and administration of private-sector benefit programs.

OR

HR562: Recruiting & Retention **Spring II**

This course introduces students to the recruitment and selection process. Beginning with work force and job analysis, students will learn how to develop a total selection process. Students will develop selection criteria and participate in the selection process for a model organization.

HR564: Training & Development **Summer I**

A major function of human resource departments is to ensure that employees are properly trained to perform their assigned tasks. This course introduces students to the training and development process. Additionally, performance review and evaluation is discussed as part of the overall career development plan.

Students may take up to 3 courses before they must matriculate.

Students pursuing Certificates of Advanced Study may be eligible for financial aid.