

Graduate Certificate in Human Resource Management

This certificate is available online.

The purpose of this certificate is to equip students with the knowledge and background for the human resource management strategic roles of the future. Students will study the body of human resource management knowledge including staffing, training and development, total compensation, employee relations, and labor relations.

Upon successful completion of this certificate program a student will:

1. Be able to demonstrate an understanding of key human resource areas including strategic human resource planning, job analysis, recruitment, selection, orientation, training, career development, performance appraisal, compensation, incentives, union-management relations, diversity, succession planning and the role of human resources in the global organization.
2. Be able to articulate the strategic role of human resources and its role and impact on organizational success.
3. Be able to prepare professional level written documents for multiple organizational purposes and directed to a variety of stakeholders.
4. Be able to systematically analyze organizational issues from a human resource perspective and recommend appropriate human resource solutions.
5. Understand and articulate the impact of an organization's external environment on human resource management and be able to articulate how human resource management can help an organization respond to challenges from the external environment.

Entrance and Course Requirements

Admission to the Human Resource Management certificate is granted by the department faculty on the basis of an evaluation of an applicant's complete file. Admission is limited by enrollment capacity. Students who have already been admitted into a UIS graduate degree program will automatically be admitted into the certificate program upon receipt of the Change of Curriculum form. Students who are not currently admitted into a UIS graduate degree program must provide the following:

1. The UIS application for graduate admission, with fee;
2. Official undergraduate transcripts; and
3. A 3.0 cumulative undergraduate GPA or better, or substantial experience and responsibility in a field related to the area of study, as documented by a current resume.

Candidates for the certificate will be expected to complete course requirements with a cumulative GPA of 3.0 or better.

Required Courses*

MGT 531	Acquiring and Developing Talent	3
MGT 532	Performance Management	3
MGT 538	Strategic Human Resource Management	3
Total Hours		9

*A prerequisite course is required. The prerequisite is MGT 431 or BUS 541 , or an equivalent course.