

**La Roche College**  
**HUMAN RESOURCES MANAGEMENT—CERTIFICATE PROGRAMS**  
**PROGRAM GUIDE**  
**Department: Graduate Studies and Adult Education**

**Student Name** \_\_\_\_\_ **I.D. Number** \_\_\_\_\_  
 This is the **unofficial evaluation** of your credits to date including transfer credits (if applicable) in your chosen major. **This evaluation is official when all official transcripts for all previous college work are received; and reviewed and approved for transferability by the Registrar's Office.** Beginning with your first semester of enrollment, your Degree Audit Report in My.LaRoche will automatically track your progress toward your degree, and guide you in planning future class schedules. Review your updated Degree Audit Report with your advisor prior to registering each semester.

**PURPOSE:** Each HRM Certificate consists of 4 HRM courses, totally 12 credits. In most cases courses are completed within 2 - 4 consecutive semesters. Since all certificate courses form integral components of our highly respected HRM graduate program curriculum, they may be applied towards the full graduate degree, should certificate students wish to continue their graduate studies. HRM Certificate students must complete their particular certificate before advancing to the master's program and should apply for acceptance in the full program during the last semester of completing their certificate requirements.

**REQUIREMENTS:** To successfully complete a certificate, 12 credits are required.

**THE HRM CERTIFICATES INCLUDE:**

***Legal Aspects Certificate***

____ HRMT5012 Legal Aspects (Fall)	3	_____
____ HRMT6002 Diversity (Spring) <b>OR</b>	3	_____
HRMT6006 Current Topics		_____
____ HRMT6011 Advanced Legal (Spring)	3	_____
____ HRMT6021 Labor Relations (Summer)	3	_____

***Contemporary Concepts Certificate***

____ HRMT5020 Organizational Behavior (Fall, Spring)	3	_____
____ HRMT5022 International HRM & Diversity (Fall, Spring)	3	_____
____ HRMT6____ Any 6000 level HRM course	3	_____
____ HRMT6____ Any 6000 level HRM course	3	_____

***HR Generalist Certificate***

____ HRMT5020 Organizational Behavior (Fall, Spring)	3	_____
____ HRMT6____ Any 6000 level HRM course	3	_____
____ HRMT6015 Employee Benefits (Spring)	3	_____
____ HRMT6017 Recruitment and Placement (Fall, Spring)	3	_____

***Financial Aspects Certificate***

____ HRMT5011 Financial Analysis (Fall, Spring)	3	_____
____ HRMT6013 Compensation Management (Fall, Spring)	3	_____
____ HRMT6015 Employee Benefits (Spring)	3	_____

_____ HRMT6021 Labor Relations (Summer) <b>OR</b>	3	_____
_____ HRMT6012 Training <b>OR</b>		_____
_____ HRMT6020 Planned Intervention <b>OR</b>		_____
_____ HRMT6036 Performance Management		_____

***Consulting for Organizational Learning, Development and Change***

_____ HRMT6001 Computer Based Training/Web-Based Training (Fall)	3	_____
_____ HRMT6000 Any 6000 level course	3	_____
_____ HRMT6012 Training and Development (Fall)	3	_____
_____ HRMT6020 Intervention and Planned Change (Summer)	3	_____

***Human Resource Information Systems (HRIS) Certificate***

_____ HRMT5020 Organizational Behavior (Fall, Spring)	3	_____
_____ HRMT6000 HRIS (Summer)	3	_____
_____ HRMT6001 Computer Based Training/Web-Based Training (Fall)	3	_____
_____ HRMT6034 Managing Information Technology and Change (Fall)	3	_____

***Managing Information Technology and Change Certificate***

_____ HRMT5011 Financial Analysis (Fall, Spring)	3	_____
_____ HRMT6000 HRIS (Summer)	3	_____
_____ HRMT6020 Intervention and Planned Change (Summer)	3	_____
_____ HRMT6034 Managing Information Technology and Change (Fall)	3	_____

***HR Professional Certificate***

_____ HRMT5020 Organizational Behavior (Fall, Spring)	3	_____
_____ HRMT5012 Legal Aspects (Fall)	3	_____
_____ HRMT6035 SHRM Learning System (Spring)	3	_____
_____ Any additional 6000 level course	3	_____

<b>FOR REGISTRAR USE ONLY:</b>	<u>TOTAL</u>	<u>Completed</u>	<u>Need</u>	<u>COMMENTS:</u>
Major Component	12	_____	_____	_____
Accepted in Transfer	_____	_____	_____	_____
La Roche College Credit	_____	_____	_____	_____
Total	12	_____	_____	_____

**Registrar Signature** \_\_\_\_\_

Date \_\_\_\_\_

**Advisor Signature** \_\_\_\_\_

Date \_\_\_\_\_

***(When signed by Advisor, all required coursework/credits have been completed for the Certificate.)***