

**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, totaling 12 credits. In most cases courses are completed within 2 - 3 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:**

***HR Generalist Certificate***

___ HRMT5020 Organizational Behavior	3	_____
___ HRMT_____ any HRM course (except HRMT5025)	3	_____
___ HRMT6015 Employee Benefits or HRMT 6013 Compensation	3	_____
___ HRMT6017 Recruitment and Placement	3	_____

***HR Consultant Certificate***

___ HRMT6012 Training and Development	3	_____
___ HRMT6020 Intervention and Planned Change	3	_____
___ HRMT_____ any HRM course (except HRMT5025)	3	_____
___ HRMT_____ any HRM course (except HRMT5025)	3	_____

***Strategic HR Professional***

___ HRMT5012 Legal Aspects	3	_____
___ HRMT6020 Intervention and Planned Change	3	_____
___ HRMT6036 Performance Management	3	_____
___ HRMT_____ any HRM course (except HRMT5025)	3	_____

**Self- Design Certificate in HRM**

___ Any 5000 level HRM course (except HRMT5025)	3	_____
___ Any 6000 level HRM course	3	_____
___ Any 6000 level HRM course	3	_____
___ Any 6000 level HRM 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** \_\_\_\_\_

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

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