Human Resource Management Certificate

INTERESTED IN A PEOPLE-FOCUSED CAREER?

Human Resource Management (HRM) is a specialized track in management for those with a strong interest in helping people meet their professional goals.

An HRM position could include responsibilities in workforce planning, recruiting, employee training, career plan mentoring, counseling on work/family conflicts, explaining health benefit programs and pension plans, conducting job analysis, writing job descriptions, and managing union relations.

Organizations rise and fall on the quality and motivation of their employees. HR managers can directly impact their firm’s success.

Learn more about this career path

Begin by discussing your plan with your academic advisor. Then, attend a few Professional Development Program workshop panels that feature human resource managers to learn more about this field.

Business Career Services can assist in identifying firms that are seeking new hires in HRM and can advise you on how to gain relevant work experience. A successful, well-structured internship experience can get you started on this path.

Discuss your internships plans with the HRM Certificate Director, Bill Griffin, to ensure your internship will meet the necessary criteria. The internship must be taken for academic credit to qualify.

The Society for Human Resource Management

The Society for Human Resource Management (SHRM) is the largest professional association of HR employees. They host conferences and provide professional certification for those in the field. MU is home to one of the 450+ SHRM student chapters around the country. Join this student organization today to get on the fast track to learning about HR careers.

Daryl Smith (smithdary@missouri.edu), Assistant Teaching Professor of Management, is the faculty advisor of the MU Chapter and can provide you with more details about the organization.

TO APPLY, CONTACT:

Bill Griffin
Adjunct Faculty Member & Director of HRM Certificate Program

griffinwh@missouri.edu

1. Set up a meeting
2. Fill out an application
3. Get internship pre-approved
4. Complete courses
HRM Courses

The Certificate in Human Resource Management will introduce you to many of the aspects of a career manager’s role through a 15 credit hour commitment. Nine of these credit hours are required of BS BA / management students. The six remaining credit hours can be chosen from a list of electives. Grade point average across all 15 credit hours must average 3.0 or higher. Students are encouraged to consider taking additional elective courses from the same list if they discover that HRM feels like a good career fit. Sit down with your Academic Advisor to review your plan and select your courses.

MEET WITH YOUR ADVISOR TO ENSURE CLASSES ARE CURRENTLY OFFERED.

Required Regular Courses (6 credit hours)
Both courses are required for BS BA / management students.

- MANGMT 4020 (3 credit hours) Human Resource Management
- MANGMT 4030 (3 credit hours) Organizational Behavior

Required Internship Course (3 credit hours)
Obtain pre-approval for internship from Bill Griffin, HRM Certificate Director.

- BA 4500 (3 credit hours) Professional Business Internship*
- MANGMT 4940 (3 credit hours) Professional Management Internship
  Only offered as needed for business students that already took BA4500 without pre-approved HRM focus or students from outside business.*

*Either internship must involve at least 120 work hours in HRM-related activities as judged by the Certificate Director and typically involves a special HRM-related work project arranged with the firm.

Elective Courses (6 credit hours)

- MANGMT 3920 (3 credit hours) Managing People in the Global Enterprise
- MANGMT 4120 (3 credit hours) Human Resource Management Law
  (not offered each semester - check with your advisor)
- MANGMT 4130 (3 credit hours) Advanced Organizational Behavior
  (not offered regularly - check with your advisor)
- MANGMT 4320 (3 credit hours) Selected Problems in Human Resource Management
  (not offered each semester - check with your advisor)
- MANGMT 4350 (3 credit hours) Leadership Development
  (not offered regularly - check with your advisor)
- MANGMT 4420 (3 credit hours) Collective Bargaining
- MANGMT 4520 (3 credit hours) Change Management in Business
  (not offered each semester - check with your advisor)