

# Human Resource Management Certificate



CARDINAL  
STRITCH  
UNIVERSITY

## About the Program

[www.stritch.edu/humanresourcemgmt](http://www.stritch.edu/humanresourcemgmt)

This program addresses issues that human resources employees faces daily, such as legal matters, staff recruitment and development, and coordinating benefits.

It is designed for those who have functional responsibility to carry out the duties of an organization's human resource department, including: seasoned HR staff members wishing to keep current; newcomers to the field requiring new knowledge and skills; or specialists wanting to broaden their knowledge base.

This program focuses on practical applications and techniques associated with the principles of human resource management. The program is 18 credits and can be completed within one academic year, taking one six-week course at a time.

## Learn from Leaders in Business

The College of Business and Management at Stritch has long been a pioneer in innovative business education. In each course, our faculty bring examples from their experience to the classroom. This helps students learn how to apply business theory, in a practical way, to solve contemporary and relevant problems.

## Career Outcomes

This certificate is recognized by employers and helps students reach higher levels of responsibility. Possible careers for graduates include: Benefits Analyst, Executive Recruiter, Global HR Specialist, HR Consultant, Nonprofit HR Expert, or Training and Development Administrator.

## Program Coursework

- The Role of Human Resource Management
- Staffing: Selection and Placement
- Employee and Labor Relations
- Wages and Salary/ Benefits Administration
- Safety and Health
- Employee Development

## Semesters to Join the Program

- Fall (August)
- Spring (January)
- Summer (May)
- Fall (September)
- Spring (February)

## Courses are Available

- Face-to-Face
- Online
- Hybrid/Blended

## Offered at these Locations

- Campus
- Madison
- Brookfield
- Online

## College of Business and Management

The key to success in today's business world is mastering global and cultural understanding while knowing how to manage complex change. Graduates of the college are prepared for the workforce with the skills necessary to compete at every level.

We provide undergraduate and graduate programs that are innovative in both approach and content. Students also acquire invaluable cross-cultural and critical thinking abilities for our global world.

This is one of five schools and colleges at Cardinal Stritch University, which includes the:

- College of Arts and Sciences
- College of Education and Leadership
- Ruth S. Coleman College of Nursing and Health Sciences
- School of Continuing and Online Learning

**“I started to evolve in my career and started to get into management, budgeting, forecasting, and HR, so I knew I needed to go back to further my education. Stritch was perfect for me. I was able to apply what I learned here right to what I was doing on a day-to-day basis, which was fantastic!”**

- Michael Steger,  
ASB '97, BSM '99, MBA '05,  
Vice President and Chief  
Operating Officer for  
Waukesha Metal Products

# Application Requirements

## Prior Education

- Have either a high school diploma or GED with a score of 250
- If college-level work has been completed, cumulative GPA must be at least a 2.0

## Required Experience

- Have at least two years of full-time work experience, which can include service in the armed forces or time invested as a volunteer
- Submit the admissions application, which is free to complete online
- Request transcripts from all colleges where any coursework was completed
- If no college work, a high school diploma or GED
- Have official transcripts from each school you attended delivered directly to the Office of Admissions

## Program graduates are employed in the following fields:

- Human Resources Specialists
- Labor Relations Specialists
- Compensation, Benefits, and Job Analysis Specialists
- Training and Development Specialists

## Licensure Requirements

\*Program has no licensure requirements in any state.

### Additional Information:

*Date Created 2/10/2017*

*These disclosures are required by the U.S. Department of Education*

**Find this information at:** [www.stritch.edu/Academic-Programs/business-management/Programs/Cert-Human-Resource-Management/Gainful-Employment-Disclosure/](http://www.stritch.edu/Academic-Programs/business-management/Programs/Cert-Human-Resource-Management/Gainful-Employment-Disclosure/)

## College of Business and Management Facts

Over **50%** of Stritch alumni earned their degrees in business

**176** Stritch alumni currently serve as Presidents or CEOs

Over **50** businesses and organizations host our interns annually

Over **15,000** hours of community service have been conducted by students in the past five years.

## Find Out More

Connect with a counselor for this program in the Office of Admissions to find out if this program meets your needs. Discuss your goals by phone, over email, or in a one-on-one meeting.

### Office of Admissions

Cardinal Stritch University  
6801 N. Yates Road, #516  
Milwaukee, WI 53217

Undergraduate: **(414) 410-4040**

Graduate: **(414) 410-4042**

**admissions@stritch.edu**

**www.stritch.edu/admissions**

## Begin Your Application

If you haven't done so already, begin your Application for Admission. You can save your progress along the way until you're ready to submit. There is no application fee.

Begin your application online:  
**www.stritch.edu/apply**