

CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Admission Application

An associate degree or equivalent is required for acceptance into this certificate program. To be admitted to the program, kindly complete this application for admission and return it to the Center for Continuing Education. The application will be reviewed upon receipt, and you will be informed of your acceptance within 10 days.

Name _____ Social Security # _____

Street _____

City _____ State _____ ZIP _____

Phone Number (Home) _____ (Work) _____

Email _____

Employer _____

Address _____

1. Education (begin with highest level completed):

Schools Attended	From	Dates	To	Major	Degree
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

2. Work experience (begin with most recent; list job duties), or attach a résumé.

3. Briefly state your reasons for enrolling in the certificate program:

4. Have you attended Le Moyne College before? No Yes If yes, when? _____

5. Are you a veteran? Yes No

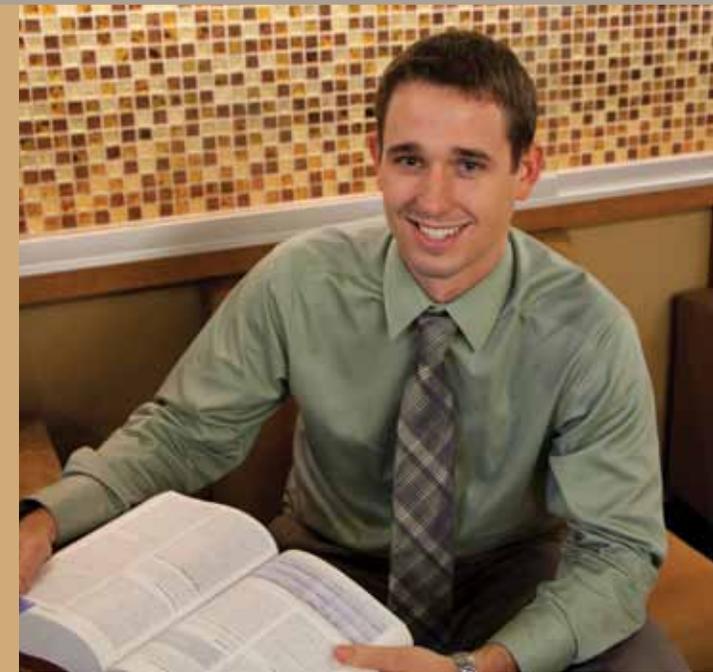
Signature _____ Date _____

Return to: Center for Continuing Education, Le Moyne College, 1419 Salt Springs Road, Syracuse, NY 13214-1301 or fax to (315) 445-6027.

CERTIFICATE IN Human Resource MANAGEMENT

MISSION STATEMENT

Le Moyne College is a diverse learning community that strives for academic excellence in the Catholic and Jesuit tradition through its comprehensive programs rooted in the liberal arts and sciences. Its emphasis is on education of the whole person and on the search for meaning and value as integral parts of the intellectual life. Le Moyne College seeks to prepare its members for leadership and service in their personal and professional lives to promote a more just society.



LE MOYNE
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MADDEN
SCHOOL OF BUSINESS AT LE MOYNE



**Center for
CONTINUING EDUCATION**
1419 SALT SPRINGS ROAD
SYRACUSE, NY 13214-1301
www.lemoyne.edu/continuing_ed

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STUDYING HUMAN RESOURCE MANAGEMENT AT LE MOYNE COLLEGE



The field of human resources (HR) has experienced a renaissance in the past 20 years. Models of hiring, tracking and compensating employees have been supplanted by a new focus on talent management, professional development and total rewards. To that end, what used to be considered a supporting function has evolved to become an essential and strategic one. Attracting and retaining talented professionals is now understood to be a key indicator of an organization's success, whether it is a small nonprofit or a large, global corporation.

The Certificate in Human Resource Management at Le Moyne College is designed to enhance the skills and knowledge of individuals working within the field, and those aspiring to do so. It prepares students to become both qualitative and quantitative thinkers who understand that the single most important investment a company makes is in its people, and who are able to maximize the performance and effectiveness of the individuals within their organization.

The field of human resources is growing rapidly. Small businesses require HR generalists who handle everything from recruitment to release. In larger organizations, the opportunities in the field diversify as specialists work in areas such as compensation and benefits, recruitment, human resource information systems, training and development, and employee engagement and retention. The Certificate in Human Resource Management at Le Moyne College provides students with the tools necessary to meet these opportunities, and to craft meaningful, rewarding professional lives.

COURSE WORK

The courses:

- HRM 301 Human Resource Management
- MGT 301 Introduction to Organization and Management
- HRM 404 Management: Performance and Talent Retention

One of the following electives:

- HRM 403 Total Rewards: Compensation and Benefits
- HRM 471 Organizational Learning
- MGT 451 Group Skills and Team Leadership
- MGT 452 Organizational Development
- HRM 454 Effective Supervision
- MGT 457 Managing Multicultural Connections

COURSE SCHEDULE AND TUITION

Day and evening courses are offered in classroom and hybrid (face to face and online) formats.

Current semester rates apply for tuition.

WHO SHOULD CONSIDER THIS CERTIFICATE PROGRAM?

Professionals involved in:

- Human Resources
- Management and Supervision
- Organizational Learning
- Recruitment and Staffing
- Organizational Change
- Outsourcing

An associate degree or equivalent college coursework is required for acceptance into this certificate program. Credits earned in the program can be applied toward a bachelor's degree at Le Moyne College.

Questions?

For more information on this or other certificate programs, go to www.lemoyne.edu/continuing_ed or contact the Le Moyne College Center for Continuing Education at (315) 445-4141 or ceinfo@lemoyne.edu.

"Going through the Certificate in Human Resource Management program was a wonderful experience. In addition to teaching, many of the professors also work in human resource-related jobs, so they truly understand the field and make course content relevant to today's professional world. They are very approachable and understand that students have lives outside of college. If an issue arises, professors are more than willing to work with their student to help resolve it. Being a full-time working mother of two, I thought that going back to college was going to be extremely difficult, but everyone at Le Moyne made it easy! This is truly an experience I will always treasure, and would recommend to anyone."

**DANIELLE G. WALRATH
WEGMANS**