

PUBLIC SECTOR HUMAN RESOURCES MANAGEMENT GRADUATE CREDIT CERTIFICATE PROGRAM

Person-in-Charge	Bing Ran
Program Code	CLPHR
Campus(es)	Harrisburg World Campus

The graduate credit certificate program in Public Sector Human Resources Management is offered by the Public Administration program at Penn State Harrisburg.

The certificate is designed for administrators and other professionals in government and not-for-profit organizations who need to acquire additional knowledge and skills in the following areas:

- personnel/human resource management
- labor relations
- problem solving
- planning
- management of organizational change and development

Effective Semester: Summer 2022

Expiration Semester: Summer 2027

Admission Requirements

Applicants apply for admission to the program via the Graduate School application for admission (<https://gradschool.psu.edu/graduate-admissions/how-to-apply/>). Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions Policies (<https://gradschool.psu.edu/graduate-education-policies/>). International applicants may be required to satisfy an English proficiency requirement; see GCAC-305 Admission Requirements for International Students (<https://gradschool.psu.edu/graduate-education-policies/gcac-300/gcac-305-admission-requirements-international-students/>) for more information.

A Graduate School application (<http://gradschool.psu.edu/prospective-students/how-to-apply/>) must be completed and official transcripts from all post-secondary institutions attended (<http://www.gradschool.psu.edu/prospective-students/how-to-apply/new-applicants/requirements-for-graduate-admission/>) must be submitted.

Successful applicants typically have a 3.0 grade-point average in the last two years of undergraduate work.

Certificate Requirements

Requirements listed here are in addition to requirements listed in Graduate Council policy GCAC-212 Postbaccalaureate Credit Certificate Programs (<https://gradschool.psu.edu/graduate-education-policies/gcac-200/gcac-212-postbaccalaureate-credit-certificate-programs/>).

The certificate program in Public Sector Human Resources Management requires taking four courses (12 credits) – two required and two elective courses.

Applicants who have graduate degrees in public administration or a related field, and who have taken graduate courses that duplicate the content of courses in the certificate program, may substitute other PADM courses for those courses with the prior approval of the person in charge. Graduate transcripts, course syllabus, and course projects/term papers will be needed for this evaluation process.

Some certificate courses may be used toward completion of the master's degrees in Public Administration and in Health Administration, subject to restrictions outlined in GCAC-309 Transfer Credit (<http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/transfer-credit/>). Certificate students who wish to have certificate courses applied towards a graduate degree must apply and be admitted to that degree program. Admission to the M.P.A. or M.H.A. graduate degree program is a separate step and is not guaranteed.

Code	Title	Credits
Required Courses		
PADM 505	Human Resources in the Public and Nonprofit Sectors	3
PADM 510	Organization Behavior	3
Electives		
Choose 2 courses from the following list of elective courses. With the approval by the certificate coordinator, students could also choose other HR-related Penn State graduate-level courses as elective courses for this certificate.		
PADM 511	Organizational Change and Development	3
PADM 516	Strategic Planning	3
Total Credits		12

Courses

Graduate courses carry numbers from 500 to 699 and 800 to 899. Advanced undergraduate courses numbered between 400 and 499 may be used to meet some graduate degree requirements when taken by graduate students. Courses below the 400 level may not. A graduate student may register for or audit these courses in order to make up deficiencies or to fill in gaps in previous education but not to meet requirements for an advanced degree.

Learning Outcomes

1. Explain and apply the knowledge and skills needed to effectively manage human resources in modern organizations.
2. Explain and apply knowledge of human behavior in organizations and the role of management strategies, including leadership and motivational theory to influence behavior.
3. Explain and apply knowledge of the critical personnel management functions, such as recruitment, selection, appraisal, compensation, training, promotion, downsizing, and collective bargaining.
4. Analyze and appraise contemporary issues as they relate to human resources.

Contact

Campus	Harrisburg
Graduate Program Head	Bing Ran
Director of Graduate Studies (DGS) or Professor-in-Charge (PIC)	Younhee Kim
Program Contact	Autumn D Wise School of Public Affairs 777 W. Harrisburg Pike Middletown PA 17057 adw5533@psu.edu (717) 948-6773
Program Website	View (https://harrisburg.psu.edu/public-affairs/public-administration/certificate-program-public-sector-human-resource-management/)
Campus	World Campus
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Program Contact	Autumn D Wise School of Public Affairs 777 W. Harrisburg Pike Middletown PA 17057 adw5533@psu.edu (717) 948-6773
Program Website	View (https://www.worldcampus.psu.edu/degrees-and-certificates/public-sector-human-resources-management-certificate/overview/)