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 Date: Spring 2017
Expiration Date: Spring 2022

Admission Requirements
Applicants apply for admission to the program via the Graduate School application for admission (http://gradschool.psu.edu/prospective-students/how-to-apply). Requirements listed here are in addition to Graduate Council policies listed under GCAC-300 Admissions (http://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 (http://gradschool.psu.edu/graduate-education-policies/gcac/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 (http://gradschool.psu.edu/graduate-education-policies/gcac/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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 505</td>
<td>Human Resources in the Public and Nonprofit Sectors</td>
<td>3</td>
</tr>
<tr>
<td>PADM 510</td>
<td>Organization Behavior</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PADM 511</td>
<td>Organizational Change and Development</td>
<td></td>
</tr>
<tr>
<td>PADM 512</td>
<td>Issues in Human Resources</td>
<td></td>
</tr>
<tr>
<td>PADM 514</td>
<td>Public Organization and Managerial Consultation</td>
<td></td>
</tr>
<tr>
<td>PADM 515</td>
<td>Labor Management Relations</td>
<td></td>
</tr>
<tr>
<td>PADM 516</td>
<td>Strategic Planning</td>
<td></td>
</tr>
</tbody>
</table>

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.

Contact
Campus Harrisburg
Graduate Program Head Bing Ran
Julie Stasik Peterson
School of Public Affairs
777 W. Harrisburg Pike
Middletown PA 17057
jns103@psu.edu
(717) 948-6369

Program Website
Campus
World Campus

Graduate Program Head
Bing Ran

Program Contact
Julie Stasik Peterson
School of Public Affairs
777 W. Harrisburg Pike
Middletown PA 17057
jns103@psu.edu
(717) 948-6369

Program Website