

# UNION GRADUATE COLLEGE

## MEETING THE CHALLENGES OF STRATEGIC HUMAN RESOURCE MANAGEMENT

Corporations throughout the world realize the tremendous value that sound human resource strategies bring to their operations. Effective human resource management is of critical importance, considering the more complicated lifestyles of employees that necessitate job sharing and flex time, technological advances, demographic changes of the workforce (e.g., more women, minorities, and aging employees), and increased state and federal legislation that impacts the workplace. Human Resource professionals have evolved from the behind-the-scenes administrative role of the 20th century to active involvement in shaping corporate policy. Human Resource professionals are being challenged to build a competitive advantage for their employers through effective Human Resources Management.

The Certificate Program in Human Resource Management at Union Graduate College prepares students to meet these challenges.

## DISTINGUISHED FACULTY

Dedicated faculty combine significant teaching experience with active research agendas and industry ties to provide instruction that is current, rigorous and practical.

## TRIMESTER SCHEDULING

Union Graduate College operates on a trimester system: three rigorous ten-week terms that allow motivated students to accomplish more within the academic year (September - June), and provide greater flexibility in scheduling courses. In addition to the three ten-week terms, some courses are offered in one of two five-week intensive summer terms (July - August).

## STATE-OF-THE ART CURRICULUM

The curriculum is strategic in nature, preparing human resource professionals for career advancement opportunities. It provides opportunities for networking, sharing “real-world” experience and applying what is learned to the workplace.

## SPECIAL FEATURES

Mentoring and Coaching  
Monthly Meetings  
HR Speaker Series  
Monthly Meetings of the Capital Region Human Resource Association  
Research Oriented

## COURSEWORK

Students must take six courses for the certificate. Required courses are indicated with an asterisk. All course pre-requisites must be met.

**Managing People and Teams in Organizations\*** (MBA 551)

**Foundations of Human Resource Management\*** (MBA 675)

**Managing Human Resources\*** (MBA 676)

**International Human Resource Management** (MBA 677)

**High Performance Leadership** (MBA 652)

**Organizational Development and Transformation** (MBA 653)

Labor Relations (MBA 654)

Competing by Design (MBA 650)

Executive Decision Processes in Global Environments (MBA 660)

MBA elective

## **APPLICATION REQUIREMENTS**

Prospective students must have all these elements to have their applications considered complete:

**First page of the application**

**\$60 application fee**

**Three letters of recommendation**

**Official transcripts of college-level work**

**Essay**

**Resume**

**(GMAT not required)**

## **MATRICULATED STATUS**

Students may enroll in two courses with non-matriculated status before admission to the certificate program. However, application must be made and admission granted prior to registration in a third course. Students who earn two “C”s in the certificate program will not be permitted to continue in the certificate program. No appeals for reinstatement will be considered.

## **APPLYING FOR MBA DURING/AFTER COMPLETION OF CERTIFICATE PROGRAM**

Students enrolled in a Union Graduate College Certificate Program may apply to the MBA or MBA in Healthcare Management program during or after completion of the certificate program. The Graduate Management Admissions test (GMAT) is required. If the student is accepted into an MBA program, up to (4) courses taken for the Certificate in Human Resource Management may be transferable to the MBA.

## **APPLYING FOR A CERTIFICATE PROGRAM WHILE IN THE MBA PROGRAM**

Students already in the MBA Program who are interested in a certificate must complete the certificate program application, along with the \$60 application fee within the first week of the winter term of the year of expected graduation. The \$60 fee will be assessed each time an application is processed.

For MBA students wishing to get a certificate, up to four (4) applicable courses from the MBA program can be used for the certificate. This means two additional courses beyond the requirements for the MBA degree will be required for each certificate.

## **GMAT/TRANSFERS/WAIVERS**

- No more than two courses may be waived with replacement courses. Those replacements must be selected from the courses listed on the Certificate Program Sheet.
- Only two courses can double-count between all Certificate Programs
- Independent Studies will not be accepted.

## **COSTS**

- All courses taken are at the current School of Management tuition rate (\$2540 for 2009-2010)
- There is a one-time Resource Fee of \$150 at time of admission.

*For more information, admission requirements and application materials contact:*

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