

# HUMAN RESOURCE MANAGEMENT CERTIFICATE

UNDERGRADUATE CERTIFICATE AT IUPUI  
PURDUE SCHOOL OF ENGINEERING & TECHNOLOGY  
DEPARTMENT OF ORGANIZATIONAL LEADERSHIP

## POSSIBLE CAREER OPPORTUNITIES IN HR

VP Human Resources  
HR Manager  
Training Manager  
Compensation Analyst  
HR Generalist  
HR Recruiter  
Benefits Administrator  
HR Assistant

People are an organization's principle resource. How skillfully an organization develops, allocates, and leads its human resources governs its success or failure. This certificate provides a thorough explanation of the human resource professional's role in helping individuals, work groups, and organizations succeed. Whether you manage employees, work in HR, or aspire to, you can hone HR skills that impact the strategic direction of your company and career with this academic certificate. In addition, this curriculum is aligned with and will help you prepare for the Professional in HR (PHR) Certification Exam and the SHRM Assurance of Learning Exam should you decide to pursue either of these on your own.

## ADMISSION

Candidates for the Certificate are required to be formally admitted by the IUPUI Office of Admissions, but are not required to be a student in the Purdue School of Engineering and Technology. For more information regarding admissions, visit their website at [enroll.iupui.edu](http://enroll.iupui.edu).

## COURSE DELIVERY

All of the HRM Certificate courses are offered each semester, in a variety of formats. The entire Certificate can be completed online or in a traditional classroom. You get to decide which format works best for you.

## CURRICULUM

To earn the Human Resource Management Certificate through Organizational Leadership, students must successfully complete 18 credit hours of HR coursework with a grade of "C" or higher in all classes and submit an Application for Graduation prior to enrollment in their final semester in the program. There are no prerequisites required for students earning this Certificate; however, prior completion of ENG-W131 (English Composition) and COMM-R 110 (Speech or Rhetoric) is highly suggested.

## CONTACT

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## CURRICULUM

Required Coursework (9 credit hours):

- OLS 36800 Employment Law (3 cr.)
- OLS 38300 Human Resource Management (3 cr.)
- OLS 47900 Staffing Organizations (3 cr.)

Elective Courses (students choose 9 credit hours):

- OLS 33100 Occupational Safety & Health (3 cr.)
- OLS 34400 Employee Benefits (2 cr.)
- OLS 37500 Training Methods (3 cr.)
- OLS 37800 Labor Relations (3 cr.)
- OLS 34800 HR Analytics (1 cr.)
- OLS 40800 Employee Relations (1 cr.)
- OLS 47600 Compensation Planning & Mgmt (3 cr.)

## HRM CERTIFICATE TRACKS

### Compensation and Benefits Track

Complete the three required courses and choose 9 credit hours from the following:

- OLS 47600 Compensation Planning—REQUIRED
- OLS 34400 Employee Benefits (2 cr.)
- OLS 34800 HR Analytics (1 cr.)
- OLS 37500 Training Methods (3 cr.)
- OLS 40800 Employee Relations (1 cr.)

### HR Generalist Track

Complete the three required courses and choose 9 credit hours from the following:

- OLS 34400 Employee Benefits (2 cr.)
- OLS 34800 HR Analytics (1 cr.)
- OLS 37500 Training Methods (3 cr.)
- OLS 37800 Labor Relations (3 cr.)
- OLS 40800 Employee Relations (1 cr.)
- OLS 47600 Comp Planning & Mgmt (3 cr.)

### HR in Industry and Manufacturing

Complete the three required courses and choose 9 credit hours from the following:

- OLS 33100 Occupational Safety & Health (3 cr.)
- OLS 34400 Employee Benefits (2 cr.)
- OLS 34800 HR Analytics (1 cr.)
- OLS 37500 Training Methods (3 cr.)
- OLS 37800 Labor Relations (3 cr.)
- OLS 47600 Comp Planning & Mgmt (3 cr.)

### Or Create Your Customized Track

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