

GRADUATE Certificate in Human Resource Management

Certificate programs in the Department of Management require 12 credit hours and are composed of courses specific to an area of study. To obtain a Certificate in Human Resource Management, students must complete the courses outlined below, and submit the "Intent to Complete a Certificate" form on the right side of the page to the Department of Management.

MGT 611 Human Resource Management
MGT 612 Recruitment, Selection, and Retention
MGT 613 Total Compensation
MGT 614 Training and Development

(Only non-majors are eligible. No grade lower than a "C" is acceptable for the classes taken. All courses applied toward the certificate must be taken for credit, and cannot be counted toward more than one certificate.)

Upon completion of certificate requirements you should receive your certificate in the mail approximately 2-4 weeks from the date of approval.

FORT HAYS STATE UNIVERSITY DEPARTMENT OF MANAGEMENT

Intent to Complete a GRADUATE Certificate in Human Resource Management

Student _____
(Last Name) (First Name) (Middle Name)

Student ID# _____ Phone Number _____

Major _____ E-mail _____

List the address the certificate should be mailed to:

(Street Address) (Apt. #)

(City) (State) (Zip Code)

Please indicate the semester, year, and grade for each of the following classes you completed:

<i>Semester</i>	<i>Year</i>	<i>Grade</i>	
_____	_____	_____	MGT 611 Human Resource Management
_____	_____	_____	MGT 612 Recruitment, Selection, and Retention
_____	_____	_____	MGT 613 Total Compensation
_____	_____	_____	MGT 614 Training and Development

Student Signature _____

Certificate Approval _____

(Department Chair Signature)

(Date)

Feel free to contact our office with any questions.

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