



Human Resource Management

Ultimately, an organization is not judged by its product, but by its people

Graduate Certificate Program in Human Resource Management

This 15 unit program expands your knowledge of the most current and relevant techniques for diagnosing and solving organizational problems and issues.

When you are ready to complete your Master's Degree, this course work can be applied towards the completion of your degree.

Master of Science in Human Resource Management

The perfect degree for human resource professionals seeking to lead their changing work forces.

SHRM National Certificate Test Preparation

Offered in cooperation with the Society for Human Resource Management (SHRM), this course helps prepare you for the biannual Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams.

Perfect for you if you are a...

- Human resource generalist who wants to advance in your functional area and organization.
- Manager who spends the majority of your time dealing with "people problems."
- Professional interested in becoming an independent consultant or wants to work for a consulting firm.
- Business owner who needs to lead your organization's human resource function.
- Professional in private or public sector organization, non-profit or voluntary organization that leads diverse groups of people.

The successful management of an organization's human resources is critical to an organization's success. Organizations are seeking human resource management professionals to lead their changing labor force, characterized by an increasing diversity of employee needs, motivations and desires. Human resource management differentiates the organization from its competitors and provides a competitive advantage in the workplace. Plus, human resource management is more essential than ever in leading the organization through an increasingly complex and diverse set of governmental laws and regulations.

Our curriculum

- Provides a thorough coverage of human resource management subsystems such as legal issues in the workplace, compensation and benefits, recruitment, training and development, employee and labor relations and compensation.
- Provides a diverse selection of electives focused on contemporary HRM issues.
- Recognizes the strategic role HRM professionals have in supporting the overall business plan and vision of the organization.
- Provides insights and knowledge from the human resource, leadership, management, industrial/organizational psychology and behavioral science disciplines.

Learn how to

Understand, manage and evaluate organizational change. • Formulate, implement and evaluate effective human resource policies. • Understand the impact of social, cultural, legal, political and technical environments on human resource management. • Partner with top management in policymaking and strategic decision-making. • Help your organization achieve their goals through effective human resource management in a diverse and changing set of environments. • Effectively recruit, select, train new employees and provide them with competitive pay structures and defined benefit and income deferral plans.

Master of Science in **Human Resource Management**

Specific Requirements for the Degree

The human resource management program consists of four segments. The first segment consists of 9 credits of prerequisite courses; the second segment is the 24-credit core; the third segment is the 12 credit elective area; and the fourth segment is the comprehensive exam.

Segment I

Prerequisite Courses

The Segment I courses of the program may be waived if the applicant presents evidence of knowledge in concepts of accounting and business statistics. Acceptable evidence consists of completed undergraduate courses. Students lacking any of these courses must complete the following prerequisite courses:

Math 203	Statistics	3
HS 210 and HS 211	Principles of Accounting I & II	6
	— or —	
HR 502	Accounting for HR/HA majors	3
Total credits		9

Segment II

Core courses

HR 613	Seminar in Organized Dynamics	3
HR 644	Recruitment and Selection	3
HR 645	Human Resource Systems	3
HR 646	Training and Development	3
HR 647	Compensation	3
HR 648	Legal Issues in Human Resources	3
HR 650	Strategic Management of Human Resources	3
HR 680	Organizational Research	3
Total credits		24

Segment III

Elective Courses

four of the following: (12 credits)

HR 616	Consulting	3
HR 618	Career Management	3
HR 622	Labor Relations and Collective Bargaining	3
HR 625	The Changing Environment of Human Resources	3
HR 630	Conflict and Negotiation	3
HR 641	Performance Appraisal and Development	3
HR 652	Human Resources Information Systems	3
HR 653	Benefits	3
HR 690	Internship	3
HR 696	Special Topics	3
HR 699	Independent Research	3

Any 500-600 level MBA course (prerequisites must be fulfilled, if any).

Total credits		36
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Segment IV

Comprehensive Examination

Prior to graduation, the candidate must achieve an acceptable grade on a comprehensive examination designed to test the extent to which the student has achieved mastery of the content of the degree program.

The examination may be attempted upon completion of all program prerequisites and core courses.

The comprehensive examination will cover the core course as described in the course syllabi. It is designed to afford the candidate the opportunity to demonstrate understanding of the material in an essay exam format.

Graduate Certificate Program in Human Resource Management

The graduate certificate program in human resource management is designed for human resource practitioners, for those working in human resources who may not have formal training in the field, or for those working in non-human resource departments who simply wish to upgrade their knowledge of how to manage human resources effectively in their organizations. The 15-credit program allows the students to achieve a firm overview of the field through three core courses and relevant specialized knowledge by choosing two electives. The practical curriculum expands the student's knowledge of the most current and relevant techniques for diagnosing and solving organization problems and issues.

The applicant must possess a baccalaureate degree and complete the admission requirements for regular graduate standing to pursue the graduate certificate. No transfer credit may be used. All course prerequisites must be completed.

This course work is also applicable to the master's program if the following requirements are met:

1. All certificate course work applied to the master's program must be completed with a grade of B or higher for each course.
2. All master's degree requirements must be completed within a seven-year period.

Specific Requirements

HR 613	Seminar in Organized Dynamics	3
HR 644	Recruitment and Selection	3
HR 645	Human Resources Systems	3
	Any two electives or core course in the human resource management curriculum	6
Total credits for the certificate program		15

Admission to the Program

Applications from college graduates of all disciplines are accepted. Applicants are evaluated on academic performance, leadership ability, work experience and communication skills. Admission to the program may be achieved by the completion of the following requirements:

1. Hold a baccalaureate degree from a regionally accredited institution.
2. Achieve an undergraduate grade point average of 3.00 or better in the last 60 graded semester credits (or 90 quarter credits). Applicants with a grade point average between 2.50 and 2.99 are granted provisional admission and are required to take one of the following standard admission tests:

Graduate Record Exam (GRE): achieve a minimum total score of 900 on the General Test (highest two scores achieved out of three subsections) or score at above the 60th percentile on any one of the Graduate Subject Tests;

Graduate Management Admission Test (GMAT): fulfill the formula $(\text{GPA} \times 200) + \text{GMAT} \geq 1000$
— or —

Millers Analogies Test (MAT): a minimum raw score of 52.

3. Complete the application form for graduate admission, including a Statement of Intent essay.
4. Submit two letters of recommendation from individuals familiar with your academic or professional abilities.

Applicants are favorably considered when they have demonstrated solid academic ability as measured through the undergraduate GPA and performance on the GRE, GMAT or MAT, as well as career potential based on work experience and other activities and letters of recommendation.

Financial Aid

Chapman University offers opportunities to graduate students for financial aid through state fellowships, university tuition fellowships and loans. Students may apply for one or more kinds of aid depending on need and qualifications if they are accepted for admission and are taking a minimum of six units each semester. Deadline for application for aid varies with the type of aid requested, but generally requires filing a Free Application for Federal Student Aid by March 1 for priority consideration for the succeeding academic year. For more information about these opportunities please see the university's graduate catalog or contact the financial aid office at 714-997-6741.

For more information, contact:

Office of Graduate Admission | Chapman University | One University Drive | Orange, CA 92866
714-997-6711 or 1-888-CU-APPLY | Fax 714-997-6713 | www.chapman.edu/gradadmission

Human Resource Management

"The Master's Degree has offered me an **extremely challenging and motivating learning experience**. The well-planned curriculum, highly involved, experienced faculty, and extensive interaction with other students through experiential learning is providing me with the opportunity to gain **essential practical experience in my chosen field.**"

—**Beth R. Lieberman** – '99

Principal
Garrett Group
Recruiting Resources

"The Master's Degree gave me both the opportunity to broaden my education and provided me with the **opportunity to network with other very experienced H.R. professionals** that were dealing with the same issues and challenges that I face at work. The program and these networking opportunities increased my confidence in my abilities and were **key in obtaining my current position.**"

—**Chad Lindermann** – '00

Employee Relations Manager
The Orange County Register

For more program
information...

www.chapman.edu/hrprograms/hr

Our commitment to adult learning

We understand the needs of adult students, having served their unique needs for over 40 years. Our programs are taught in the evening and feature small class sizes. Classes meet just once a week. You learn with professionals like yourself, leading to a dynamic classroom experience with abundant networking opportunities. Our faculty are both academically and professionally accomplished. Financial aid is available to qualified students. Plus, experience the Chapman difference — personalized service.

The Chapman University Legacy

Founded in 1861, Chapman University is one of California's oldest, most prestigious private universities. The main campus is located in historic Old Towne Orange in the heart of vibrant Orange County, California. Chapman has numerous nationally recognized academic programs and is well known for its unwavering commitment to academic excellence through personalized education and low student to-faculty ratios. Chapman is ranked in the top-tier of western region universities and colleges in *U.S. News & World Report: America's Best Colleges*. Chapman is also one of only 100 American colleges and universities to be recognized by the prestigious *Templeton Guide: Colleges that Encourage Character Development*.



**Serving the
special needs
of graduate
students for
over 40 years.**

The Value of a Chapman Education

When you compare us to other institutions of higher education, you'll appreciate why. While Chapman University offers students the quality and prestige of a private school, we remain competitive and affordable. For students interested in the bottom line, there's no better return on investment than a quality education at Chapman.

Chapman University is
accredited by the Western
Association of Schools
and Colleges.



How Do I Get Started? Contact our Graduate Admission office at 888-CU-APPLY. Your advisor will review the Human Resource Management programs, your educational goals, history and transcripts, how we can assist you in reaching your educational goals, program offerings, and program and admission requirements.