

# HUMAN RESOURCE LEADERSHIP

36 Credit Hours (9 classes) - All classes are 4 Credit Hours

This certificate is designed for human resource professionals or those wishing to enter the field. The program provides HR professionals with the essential knowledge and skills specifically related to challenges in their work. The program has four specialty certificates. Students must complete four core courses in addition to five specialty courses in order to complete the certificate program.

#### EMPLOYEE RELATIONS SPECIALIST CERTIFICATE

##### Core Courses

|                |                             |          |
|----------------|-----------------------------|----------|
| <b>MGT 284</b> | Human Resource Fundamentals | <b>4</b> |
| <b>MGT 304</b> | Principles of Management    | <b>4</b> |
| <b>MGT 344</b> | Organizational Behavior     | <b>4</b> |
| <b>HRL 404</b> | Employment Law              | <b>4</b> |

##### Specialty Courses

|                      |   |           |
|----------------------|---|-----------|
| <b>HRL/DRC 303</b>   | Diversity Perspectives in the Workplace | <b>4</b>  |
| <b>HRL 310</b>       | HR Perspective in Guidance & Counseling | <b>4</b>  |
| <b>HRL 411</b>       | Industrial Relations                    | <b>4</b>  |
| <b>HRL 340</b>       | Ethical Issues in HR Management         | <b>4</b>  |
| <b>DRC 403</b>       | The Manager as Negotiator               | <b>4</b>  |
| <b>Total Credits</b> |   | <b>36</b> |

#### ORGANIZATIONAL EFFECTIVENESS SPECIALIST CERTIFICATE

##### Core Courses

|                |                             |          |
|----------------|-----------------------------|----------|
| <b>MGT 284</b> | Human Resource Fundamentals | <b>4</b> |
| <b>MGT 304</b> | Principles of Management    | <b>4</b> |
| <b>MGT 344</b> | Organizational Behavior     | <b>4</b> |
| <b>HRL 404</b> | Employment Law              | <b>4</b> |

##### Specialty Courses

|                     |  |           |
|---------------------|--|-----------|
| <b>HRL 330</b>      | I/O Psychology for the HR Professional | <b>4</b>  |
| <b>HRL 320</b>      | Organizational Development             | <b>4</b>  |
| <b>HRL 410</b>      | Concepts of Recruiting                 | <b>4</b>  |
| <b>HRL 431</b>      | Corporate Training                     | <b>4</b>  |
| <b>HRL 451</b>      | Human Resource Information Management  | <b>4</b>  |
| <b>Credit Hours</b> |  | <b>36</b> |

#### ORGANIZATIONAL DIVERSITY SPECIALIST CERTIFICATE

##### Core Courses

|                |                             |          |
|----------------|-----------------------------|----------|
| <b>MGT 284</b> | Human Resource Fundamentals | <b>4</b> |
| <b>MGT 304</b> | Principles of Management    | <b>4</b> |
| <b>MGT 344</b> | Organizational Behavior     | <b>4</b> |
| <b>HRL 404</b> | Employment Law              | <b>4</b> |

##### Specialty Courses

|                     |   |           |
|---------------------|---|-----------|
| <b>HRL/DRC 303</b>  | Diversity Perspectives in the Workplace | <b>4</b>  |
| <b>HRL 330</b>      | I/O Psychology for HR Professionals     | <b>4</b>  |
| <b>HRL 410</b>      | Concepts of Recruiting                  | <b>4</b>  |
| <b>HRL 340</b>      | Ethical Issues in HR Management         | <b>4</b>  |
| <b>HRL 431</b>      | Corporate Training                      | <b>4</b>  |
| <b>Credit Hours</b> |   | <b>36</b> |

#### DISPUTE RESOLUTION SPECIALIST CERTIFICATE

##### Core Courses

|                |                             |          |
|----------------|-----------------------------|----------|
| <b>MGT 284</b> | Human Resource Fundamentals | <b>4</b> |
| <b>MGT 304</b> | Principles of Management    | <b>4</b> |
| <b>MGT 344</b> | Organizational Behavior     | <b>4</b> |
| <b>HRL 404</b> | Employment Law              | <b>4</b> |

##### Specialty Courses

|                     |   |           |
|---------------------|---|-----------|
| <b>HRL/DRC 303</b>  | Diversity Perspectives in the Workplace | <b>4</b>  |
| <b>HRL 340</b>      | Ethical Issues in HR Management         | <b>4</b>  |
| <b>DRC 401</b>      | Principles of Conflict Resolution       | <b>4</b>  |
| <b>DRC 403</b>      | The Manager as Negotiator               | <b>4</b>  |
| <b>DRC 404</b>      | Org. Conflict Analysis and Resolution   | <b>4</b>  |
| <b>Credit Hours</b> |   | <b>36</b> |



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All of the courses for the certificate program are offered online to facilitate working professionals. With the addition of an associate degree, the courses in the certificate program can be applied to a Bachelor of Science Degree in Human Resource Leadership.