



# WEST CHESTER UNIVERSITY OF PENNSYLVANIA

## GRADUATE STUDIES FACT SHEET

### GRADUATE CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

#### PROGRAM OF STUDY

The certificate in human resource management is designed to meet the needs of professionals seeking to enhance their skills and qualifications in human resource management. The certificate program enhances students' general management skills while also allowing them to develop a strong human resources generalist foundation.

The classes are appropriate for the educational and career needs of individuals currently employed in the field of human resources as well as those seeking to transition into the field. The occupational backgrounds of these students cover a wide spectrum of career paths in the public and not-for-profit private sectors. The great array of career paths represented in this program is one of its invigorating aspects and contributes in important ways to the learning taking place both inside and outside the classroom.

This program is oriented, in its setting, structure, and culture, toward accommodating those who want to learn alongside other working professionals. A program strength is the caliber of the student body and, as a result, the quality of "peer learning." For this reason class sizes are kept small, 20-25 students (on average).

The program's curriculum incorporates the "Body of Knowledge" from the International Public Management Association for Human Resource Management (IPMA-HR). The human resource courses are designed to provide students with the content area required for IPMA-HR certification.

#### THE CURRICULUM

Students can earn a certificate in human resource management by successfully completing six human resource courses

(listed below), for a total of 18 semester hours. Classes are led by an effective balance of regular WCU faculty members and adjunct faculty who are practitioners in their fields.

Certificate students can pursue this curriculum on a part-time basis while continuing to work full time by taking one class a semester.

Classes generally meet one night a week during the fall and spring semesters. WCU also offers two summer sessions, and some of the human resource management courses are available during these times as well.

#### CERTIFICATE REQUIREMENTS

##### Required Courses (18 semester hours)

- PPA 504 Public Human Resources Management
- PPA 551 Staffing and Development
- PPA 552 Employee Relations
- PPA 553 Labor Relations
- PPA 554 Compensation Analysis and Benefits Planning
- PPA 550 Topics in Human Resource Management

#### ADMISSION REQUIREMENTS

Applicants should submit the following materials to the Office of Graduate Studies:

- Completed graduate application, including a statement of how the certificate furthers the individual's professional goals (apply online at [www.wcupa.edu/grad](http://www.wcupa.edu/grad))
- Official academic transcript(s) from all colleges and universities attended at both undergraduate and graduate levels
- Resume

#### FOR MORE INFORMATION

Write: Office of Graduate Studies and Extended Education  
McKelvie Hall  
102 West Rosedale Avenue  
West Chester University  
West Chester, PA 19383

Call: 610-436-2943

Fax: 610-436-2763

E-mail: [gradstudy@wcupa.edu](mailto:gradstudy@wcupa.edu)

Web: [www.wcupa.edu/grad](http://www.wcupa.edu/grad)

Visit: [www.facebook.com/wcugrad](http://www.facebook.com/wcugrad)

*Or contact the department:*

Write: Dr. Jeffery L. Osgood, Jr., Director  
M.P.A. Program  
1160 McDermott Drive  
West Chester University  
West Chester, PA 19383

Call: 610-436-2438

E-mail: [mpa@wcupa.edu](mailto:mpa@wcupa.edu)

Web: [www.wcupa.edu/mpa](http://www.wcupa.edu/mpa)

The Graduate Catalog is available online at [www.wcupa.edu/\\_information/official\\_documents/graduate.catalog/](http://www.wcupa.edu/_information/official_documents/graduate.catalog/).

#### ABOUT GRADUATE STUDIES

West Chester University offers high-quality graduate degrees in more than 70 disciplines or areas of study, as well as certificate and certification programs. The graduate studies program has grown remarkably since its introduction in 1960. West Chester University's program is the largest within the 14 institutions in the Pennsylvania State System of Higher Education enrolling more than 2,100 graduate students.

Programs can be taken on a part-time basis, and most of the graduate classes are scheduled during late afternoons and evenings for the benefit of in-service teachers and other employed persons.

**LEARN MORE**

## ABOUT WEST CHESTER UNIVERSITY

A regional, public institution, West Chester University of Pennsylvania offers high-quality undergraduate and graduate degrees, as well as certification and certificate programs, in more than 100 subject areas. As the second largest member of the State System of Higher Education, West Chester offers a full and rewarding educational experience as well as reasonable tuition.

With a rich heritage dating back to the 19th century, West Chester University was founded in 1871 as West Chester Normal School for the purpose of training teachers

for the Commonwealth's newly established public schools. In 1960, West Chester State Teachers College expanded its programs to include liberal arts and graduate degrees and, as a result, dropped "Teachers" from its name. In 1983, West Chester State College became one of the 14 institutions in the State System of Higher Education. Along with its university status, the school acquired a new system of governance and the opportunity to expand its degree programs.

Today, more than 15,400 graduate and undergraduate students, as well as 1,500 faculty and staff, study and work on

the 406-acre campus. Situated in the Borough of West Chester, the campus is a picturesque mix of Gothic, Victorian, and modern architecture with pleasant, tree-shaded walks.

Strategically located at the center of the mid-Atlantic corridor, West Chester University is just 25 miles west of Philadelphia and 17 miles north of Wilmington, Del. The campus is convenient to major cultural institutions, recreational activities, and commercial businesses, many of which provide internship opportunities for WCU's students.

