

GRADUATE SCHOOL - HUMAN RESOURCES CERTIFICATE PROGRAM

TRADITIONAL CLASSROOM Open Enrollment - On-site		DISTANCE EDUCATION
LEVEL I CERTIFICATE (GS 09)		
Federal Human Resources Management (PMGT7011D) 1.8 CEU	OR	Federal Human Resources Management (PERS1731A) 4.0 CEU
Federal Staffing and Placement (STAF7009D) 3.0 CEU	OR	Basic Staffing and Placement (STAF7100N) 4.0 CEU
Position Classification (CLAS7003D) 6.0 CEU OR Principles of Classification (CLAS7900D) 3.0 CEU	OR	Position Classification: An Introduction (CLAS7051N) 4.0 CEU OR Federal Classification (CLAS7052A) 4.0 CEU
Federal Employee Relations (LABR7009D) 2.4 CEU OR Federal Labor Relations (LABR7010D) 4.0 CEU	OR	Federal Labor Relations (LABR7051N) 4.0 CEU
EEO in the Federal Sector (EEO7012D) 1.8 CEU	OR	EEO: Its Place In The Federal Workplace (EEO7051N) 1.6 CEU OR Introduction to Federal EEO (EEO7004N) 1.2 CEU
Basic Statistics (STAT7001D) 2.4 CEU	OR	Elements of Statistics (STAT3350C) 3 ACE CREDITS OR Practical Statistics (STAT7001N) 3.2 CEU
LEVEL II CERTIFICATE (GS 11) All requirements for LEVEL I, plus:		
Federal Employee Benefits (BENE7104D) 3.0 CEU		
Strategic Human Capital Management (PMGT7015D) 1.2 CEU OR Federal Workforce Analysis and Planning (PMGT7013D) 1.2 CEU		
Fair Labor Standards Act (CLAS7101D) 1.2 CEU	OR	Fair Labor Standards Act (CLAS7102A) 4.0 CEU
Federal Position Management (CLAS7012D) 1.2 CEU		
Job Analysis and KSA Examining (STAF8001D) 1.8 CEU OR Qualifications Analysis (STAF7023D) 1.8 CEU	OR	Qualification Standards for GS Positions (STAF7051N) 4.0 CEU
Federal Employee Development (CDEV7007D) 1.8 CEU		
LEVEL III CERTIFICATE (GS 12) All requirements for LEVEL II, plus:		
Internal Consulting Skills for Federal HR Professionals (CDEV8005D) 1.8 CEU		
Leading Teams and Groups (TDEV8200D) 1.8 CEU	OR	Increasing Leadership Competence (MGMT7904A) 2.4 CEU
Federal Performance Management (LABR7013D) 1.8 CEU		
Management Analysis: Overview (PGMT7000D) 2.4 CEU		
Project Management (PGMT7005D) 2.4 CEU	OR	Basic Project Management (PROJ7001N) 2.4 CEU
Organizational Change and the Role of Human Resources (PMGT7313D) 1.2 CEU		