



“UNA CERTIFICATE IN HUMAN RESOURCE MANAGEMENT”

Who Should Participate?

- Individuals in HRM/Personnel Management who wish to improve their knowledge and skills
- HRM Directors and Specialists preparing for professional certification by the Society for Human Resource Management (SHRM)
- Individuals new to, or wishing to enter human resource management
- Middle Managers in need of broadening their knowledge and skills base
- Business Managers who need a good knowledge of employment and people management

UNA Course Requirements

60 Hours comprised of the following:

- ⇒ The SHRM Learning System (offered online each Spring and Fall) 35 Hrs. This course is required.
- ⇒ Electives: 25 Hrs., courses are offered during the day and evening hours

Electives are offered in the spring, summer, and fall. Separate brochures are mailed when information is available. Electives must be a UNA sponsored event.

Visit our website for the latest course offerings at www.una.edu/continuing-studies.

UNA's Office of Continuing Studies and Outreach tracks your progress in the certificate program. Progress reports may be requested at any time, however, they are usually available at the seminar you are attending.

This valuable certificate recognizes that you have completed a professional program in human resource management. When you complete the certificate, you will receive a mounted certificate from UNA stating that you have successfully completed the 60 hour program. For more information, contact Meghan Fike at 256-765-4289 or mmfike@una.edu.

University of North Alabama Continuing Studies & Outreach

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