School of Business & Industry
Certificate in Human Resources
Admission Application

Name _____ Student Number _____

Major _____ Cumulative GPA _____

Classification _____ Credit Hours Earned _____

Local Address _____

Contact Number _____ FAMU email address_____

Semester Applying for Admission _____

Academic Advisor Signature_____

Are you in Good Standing with the University? _____

By signing I concur that all information stated above is accurate and true.

Student Signature _____ Date _____

Do not write below line. Office Use Only

☐ Approve

☐ Deny

Comments_____

_____

_____

Reviewed by: _____ Date: _____

School of Business & Industry
Certificate in Human Resources
Admission Application

Admission Requirements for a Certificate in Human Resources

1. A cumulative Florida A & M University GPA of 2.0 or better.
2. Completion of 30 credit hours of college coursework.
3. Applicant must be in Good Academic Standing with University

Application Process

1. Complete the attached application.
2. Attach a current unofficial transcript.
3. Submit completed application along with transcript to SBI's Office of Student Services in Room 302E.

Requirements for a Certificate in Human Resources

All courses must be completed with a grade of "C" or higher.

Required Courses		Credit Hours
ECP 3142	Employee and Personnel Law	3
ECP 3210	Wage and Salary Administration	3
ECP 4213	Labor Relations and Problems	3
ECP 4222	Human Resource Management	3
ECP 4233	Collective Bargaining	3
ECP 4243	Grievance Handling	3
Total Credit Hours		**18**

Requirements for an Advanced Certificate Human Resources

Candidate must successfully complete with a grade of "C" or better all courses for the Human Resources Certificate and nine (9) credit hours from the courses listed below:

ECO 4303 History of Economic Thought	3
ECP 3203 Labor Economics	3
ECP 4241 Workshop in Arbitration	3
ECP 4403 Economics of Industrial Organizations	3

*Note- Courses for the Certificate in Human Resources will be offered based on course enrollment/demand.