

# HUMAN RESOURCE DEVELOPMENT (GRADUATE CERTIFICATE)

## Graduate Certificate Program

Program Code: GRCT-ED

Major Code: HRD

## Higher Education Administration and Adult Education Department

Bacon Hall 306, (716) 878-4214

[adulthoodeducation.buffalostate.edu](http://adulthoodeducation.buffalostate.edu) (<http://adulthoodeducation.buffalostate.edu/>)

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This graduate certificate program is designed to serve the advanced educational needs of professionals who educate and train workers and volunteers. The certificate program consists of 12 graduate credit hours, and is designed to address the essential skills and competencies for professional practitioners in human resource development. Graduates will use their skills to develop and administer training programs to produce a more effective and competitive workforce.

The certificate in human resource development can be applied toward a master's degree in adult education at Buffalo State. This program does not lead to teaching certification.

The graduate certificate in human resource development is offered 100% online.

## Admission Requirements

1. A bachelor's degree from an accredited college or university with a minimum cumulative GPA of 2.5 (4.0 scale), or a master's degree from an accredited institution with a minimum GPA of 3.0 (4.0 scale).
2. A letter describing the applicant's interest in the field and experience with teaching or administering adult programs.
3. Applicants may be asked to participate in a phone or online interview at the discretion of the adult education coordinator.

In addition, all applicants should review the Admission to a Graduate Program (<http://ecatalog.buffalostate.edu/graduate/admission-graduate-program/>) section in this catalog.

## Application Deadline

Applicants must apply by July 1 for fall admission or by December 1 for spring admission. No applications are accepted for summer admission.

## Program Requirements

Code	Title	Credit Hours
<b>Required Courses (12 credit hours)</b>		
ADE 608	INSTRUCTIONAL DESIGN AND ASSESSMENT	3
ADE 610	METHODS OF ADULT EDUCATION	3
ADE 625	DESIGNING AND EVALUATING PROGRAMS FOR ADULT LEARNERS	3
ADE 640	HUMAN RESOURCE DEVELOPMENT	3
<b>Total Credit Hours</b>		<b>12</b>

All courses are 3 credits unless otherwise indicated.