



**AUBURN UNIVERSITY
AT MONTGOMERY**

COLLEGE OF LIBERAL ARTS & SOCIAL SCIENCES

CERTIFICATE PROGRAMS

Department of Political Science and Public Administration

PLAN OF STUDY – 12 Hours/4 Required Courses

Certificate in Human Resource Administration

The Certificate in Human Resource Administration prepares students to lead and manage the personnel side of public agencies and nonprofit organizations. The curriculum explores key areas of human resource administration such as personnel selection, employee motivation, skill and technical competencies, legal and regulatory considerations, and the evolving organizational environment. Four courses are required for the completion of the certificate. This online certificate program is open to individuals who have completed a bachelor’s degree, including those currently enrolled in the AUM Master of Public Administration program.

Human Resource Administration	Course Description
Choose any 4 of the following courses:	
PUAD 6030 Organizational Behavior	Surveys major theoretical, conceptual and ethical issues in understanding the behavior of public organizations.
PUAD 6050 Human Resource Administration	Examines the nature of employment/merit systems in the context of public sector.
PUAD 6800 Public Sector Leadership	Focuses on leadership characteristics and managerial styles for the effective conduct of public and nonprofit sector organizations.
MNGT 6150 Managing People	Designed to enhance awareness of how organizational problems can arise from poor people skills, how problems can be minimized or solved by improved people skills, and how to develop more effective people skills.
PSYC 6640 Personnel Selection	An advanced course on staffing, recruiting, and selecting personnel.
PSYC 6680 Motivation in the Workplace	This course covers aspects of motivation science as they generally apply to employees, organizations, leaders, and managers, and other stakeholders. (PSYC 6640 required).
PUAD 6972 Special Topics in Public Administration	Topics vary. Can be taken again for credit when topics vary. Fall 2026 Leadership and Networking: covers leadership theories, collaboration strategies, and skills to improve accountability and performance in government or non-profit organizations. Students learn how to diagnose institutional problems, formulate actionable plans, and enhance their personal leadership style to drive organizational effectiveness.