



EXCEL

ADULT DEGREE PROGRAMS

HUNTINGTON UNIVERSITY

BACHELOR OF SCIENCE: HUMAN RESOURCE MANAGEMENT

48 CREDIT HOURS DEGREE COMPLETION

Major – Human Resource Management – 48 hours

Up to 12 credit hours can be transferred against the classes listed below¹

HR 320	Training and Staff Development.....	3
HR 330	Compensation Management	3
HR 340	Recruiting and Staffing Policies & Practice	3
HR 350	Employment Law and Labor Relations	3
HR 360	Strategic Human Resources	3
OL 310	Contemporary Leadership.....	3
OL 320	Marketing & Public Relations	3
OM 201	Diversity in the Workplace	3
OM 303	Group & Organizational Behavior.....	3
OM 323	Statistics for Managers.....	3
OM 343	Managerial Economics	3
OM 353	Ethics in Business	3
OM 413	Managerial Accounting	3
OM 421	Managerial Finance	3
OM 438	Strategic Planning.....	3
OM 443	Business Research.....	3

All courses meet one evening a week in a cohort model. Students stay with the same cohort throughout the program, meeting on the same night of the week from 6-10 pm. This allows YOU to have greater control of your calendar and your priorities.

Five locations to choose from:

- Columbia City
- Fort Wayne
- Huntington
- Online
- Wabash

Students need to have completed 60 semester hours with an average GPA of 2.0, either through an Associate’s degree or from prior college work to enter the Bachelor completion program. 128 total credits are required for graduation, with a required core of 9 hours English, 6 hours Bible/ethics, 6 hours history, 3 hours social science, 3 hours fine arts, 1 hour physical wellness, 6-8 hours of science, computer applications, and Understanding the Christian Faith (MIX285).

Contact the EXCEL office **today** to find out when the next Human Resource Management Cohort is starting in your area and *take your place...*

800-600-4888 or <http://www.huntington.edu/excel/schedules.htm>

¹ Following Huntington University’s standard transfer policies. Courses may be substituted by Huntington University February 2009

Course Descriptions for Courses in Major

HR 320 Training and Staff Development (3 credits) - Training and staff development from a human resource perspective will be addressed. Employee orientation, career planning and development, cross training, management development and succession planning are covered. This course also addresses learning styles, technical needs assessment, choosing instructors and programs and program evaluation and modification.

HR 330 Compensation Management (3 credits) - This course will focus upon the planning and implementing of a total compensation system, including practical experience in job analysis, salary survey and the development of a structured pay policy. An environmental study of the effects of compensation on behavior and legal implications of salary grades will also be included.

HR 340 Recruiting and Staffing Policies and Practices (3 credits) - This course provides an exploration of the key issues in recruitment, selection and staffing of employees at all levels. Human resources planning, job descriptions and specifications, recruitment, the selection process, testing, employment interviews and the evaluation of the selection process are discussed. Compliance with issues such as EEO, affirmative action and the Americans with Disabilities Act (ADA) are addressed. Emphasis is on establishing procedures that ensure high-quality candidates and employees.

HR 350 Employment Law and Labor Relations (3 credits) - This course provides a legal and practical overview of employee relations and labor relations in both union and nonunion environments. Communication styles, facilitation, grievances and discipline handling, crisis interventions, conflict resolution, labor relations and the role of government in human resources management are addressed. It also emphasizes compliance issues, including OSHA, employee assistance, harassment and substance abuse.

HR 360 Strategic Human Resources (3 credits) - This course covers how the human resource professional assists in the management process of forming a strategic vision, setting objectives, crafting a strategy and implementing and executing the strategy. This course will also include budgeting as part of the human resource management process.

OL 310 Contemporary Leadership (3 credits) - This course is the study of contemporary material in the field of leadership and organizational excellence. Students will learn how key success factors from contemporary materials find their foundation in solid biblical principles. The linkage of these principles to organizational success is also discussed.

OL 320 Marketing & Public Relations (3 credits) – Students study public relations principles, cases and problems to facilitate understanding of the philosophies, objectives and techniques of public relations in companies, corporations and institutions.

OM 201 Diversity in the Workplace (3 credits) - This course is designed, through lecture and discussion, to examine the various elements that create differences within society and the workplace. Also to be examined will be the current legalities regarding diversity in the workplace and how to interface with employers that will enable them to work effectively in a diverse world.

OM 303 Group and Organizational Behavior (3 credits) - A study of group formation, development and performance as it affects organizational effectiveness. Emphasis includes exposure to decision making and resolving conflicts in groups. Students develop strategies for efficient and productive group management and determine which tasks are best handled by groups as opposed to individuals. Students are also exposed to inter-group dynamics and management strategies.

OM 323 Statistics for Managers (3 credits) - An introduction to research and its tools with specific emphasis upon helping the student complete business research and understand managerial decision-making. Content will include statistical methods, database development, research methods and analysis of a problem or opportunity suitable for a business research topic.

OM 343 Managerial Economics (3 credits) - Students are exposed to the principles of economics as they need to be understood and utilized by managers and supervisors in all fields. The internationalization of our economy and possible actions affecting economy in all organizations will be included.

OM 353 Ethics in Business (3 credits) - This course surveys ethical issues confronting business in the context of personal worldview. Students are asked to examine personal values and formulate strategies to improve management accountability, respect for human rights and how to lead a responsible lifestyle in today's world.

OM 413 Managerial Accounting (3 credits) - An overview of the acquisition, analysis and reporting of financial information including a study of income statements, balance sheets, cash flow budgets, changes in financial position and ratio analysis. Emphasis is on reading and understanding accounting documents rather than on their preparation.

OM 421 Managerial Finance (3 credits) - Students explore the financial tools available for planning and analysis, as well as how those tools are utilized to manage cash flows and financial resources and to evaluate future investment opportunities. Three primary topics in corporate finance will be developed. These topics include the importance of short-term finance for current operations, the use of capital budgeting tools for investment analysis and the foundation of long-term finance for defining the organization's cost of capital and optimal capital structure.

OM 438 Strategic Planning (3 credits) - Students are introduced to various management planning models and techniques and apply these to business cases. The concepts of strategic planning and strategic management are emphasized.

OM 443 Business Research (3 credits) - This is a major research effort with the purposes of enhancing knowledge in an area related to one's work or community, improving writing skills, improving public presentation skills and providing research skills that will assist in effective decision making. Students will identify their research topic that reflects a business situation with current and future implications.