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Human Resource Management Course Descriptions

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Business Core Classes

- OM303 GROUP AND ORGANIZATIONAL BEHAVIOR
- OM223 INTRODUCTION TO COMPUTER APPLICATIONS
- OM213 MANAGEMENT CONCEPTS
- OM343 MANAGERIAL ECONOMICS
- OM323 STATISTICS FOR MANAGERS
- OM413 MANAGERIAL ACCOUNTING
- OM421 MANAGERIAL FINANCE
- OM353 ETHICS IN BUSINESS

Curriculum Core Classes

- COLLEGE WRITING
- LITERATURE
- SPEECH COMMUNICATION
- FINE ARTS
- BIBLE, ETHICS, PHILOSOPHY, RELIGION, THEOLOGY (2)
- HISTORY (2)
- SOCIAL SCIENCE
- NATURAL SCIENCE (2)
- PHYSICAL WELLNESS



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Bachelor of Science in Human Resource Management



HR320 TRAINING & STAFF DEVELOPMENT - 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.

HR330 COMPENSATION MANAGEMENT - 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.

HR340 RECRUITMENT & STAFFING POLICIES & PRACTICES - 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.

HR350 EMPLOYMENT LAW & LABOR RELATIONS - 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.

HR360 STRATEGIC HUMAN RESOURCES - 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.

HR370 HUMAN RESOURCE MANAGEMENT SEMINAR - This capstone course will focus on current human resource management topics. Each student will complete in-depth study of one of the many aspects of human resource management and present a detailed report of the findings. Guest speakers from the human resource community will present a panel discussion of challenges faced in the workplace.

OM443 BUSINESS RESEARCH - 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.

**Huntington University
EXCEL Program for Adults**

2303 College Avenue
Huntington, Indiana
And
220 Frontage Road
Columbia City, Indiana