Undergraduate Human Resources



"If you look into the mission statement, 'Prepare for a Life of Significance,' that's exactly what you'll be doing by coming here... To have a university rooted in those values, I think that speaks for itself. Our instructors having real-world experience, having been in the field, was huge for our development."

- Abby M.
Ottawa Alumni

At Ottawa University

The Human Resources major prepares students to develop, support and administrate personnel in business organizations. Students will understand the challenges of employment and staffing; the complexities of compensation and benefits; the policies and programs that promote employee responsibility, production and satisfaction; and the methods to hire, retain and terminate employees based on legal policies and ethical parameters that protect both the rights of workers and the interests of the company.

Careers

There are many types of human resources, training, and labor relations managers and specialists. In a small organization, a human resources generalist may handle all aspects of human resources work, and thus require an extensive range of knowledge. In a large corporation, the director of human resources may supervise several departments, each headed by an experienced manager who most likely specializes in one human resources activity, such as employment and placement; compensation and benefits; training and development; or labor relations. The director may report to a top human resources executive.

Education and Qualifications

Most positions in human resources require a bachelor's degree. Advanced degrees are increasingly important in some fields. Specific certifications for specialty areas, as well as national certification for broader human resource competencies, are available.

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Undergraduate Human Resources

Foundation Courses

ACC 20364 - Accounting for Business Operations (4)
Introduces operating activities of business. Emphasis on using income statements to plan and evaluate the operations of a for-profit entity.

ECO 20163 - Macroeconomics (3)
Focuses on inflationary consequences of monetary and fiscal policies designed to eliminate poverty and unemployment, significance of money and government deficits on attainment of goals of high employment and economic growth in a non-inflationary environment and role of the dollar in international trade.

ECO 20263 - Microeconomics (3)
Study of the role of prices in allocating and developing scarce resources to meet the needs and demands of consumers, the impact of the profit motive on business size and efficiency, the economic power of large-scale business firms, the interplay of private and public choice through price controls, business regulation and taxation.

ITS 25008 - Microsoft Excel (2)
The course aims to cultivate proficient users who can effectively navigate Excel's various features, such as handling cells and files, formatting worksheets, managing workbooks, and leveraging formulas and functions. Additionally, students will learn page setup and printing techniques, enhancing their document preparation skills. The course also emphasizes mastering Excel's visual elements, including creating and managing charts and other graphical objects.

MAT 10643 - College Algebra (3)
Emphasizes problem solving techniques using algebraic concepts. The focus of the course is directed toward exploring how algebra is used in the social and physical sciences. Topics covered include fundamental concepts of algebra, equations, and inequalities, functions and graphs, systems of linear equations, exponential and logarithmic equations, composition and inverse functions.

Option between MAT 20044, OAD30763, or OAD 31564

MAT 20044 - Introduction to Statistics (4)
Offers the student an intuitive introduction to descriptive and inferential statistics. Topics covered include data organization, averages and variation, elementary probability theory, binomial and normal probability distributions, Central Limit Theorem, estimation, hypothesis testing, linear regression and correlation. Prerequisite: Score of 16 on non-math track initial placement or MAT 10443 Intermediate Algebra.

OAD 30763 - Business Statistics (4)
Focuses on basic methods of research design and analysis of data including descriptive and inferential statistics. Topics include mean, median, mode, frequency distribution, range, standard deviation, probabilities of sampling selection, Z-score, T-value, regression and correlation, hypothesis testing, analysis of variance and Chi-square analysis.

OAD 31564 - Quantitative Methods in Business (3)
Introduces use of quantitative methods in business emphasizing quantitative analysis techniques using Microsoft Excel. Includes spreadsheet preparation of financial and operational schedules and application of financial analysis, budgeting and forecasting, economic and investment opportunity analysis, data analytics, programming and mathematical functions relating to supply and demand decision-making.

OAD 31664 - Business Ethics (3)
Introduces development of personal and group norms required for work places. Topics include moral reasoning in business, employee rights and responsibilities of corporations.

Required Major Courses

OAD 30264 - Employment Law and Policies (4)
Examines development and continuing changes in legislative and judicial influence on the workplace. Special emphasis given to NLRB, OSHA, EEOC, and DOL agencies.

OAD 32563 - Human Resources Administration (4)
Focuses on process and management of the personnel function including task specialization, selection and placement, development and training, collective bargaining, appraisal and compensation.

OAD 32864 - Employment and Staffing (4)
Investigation of policies and procedures used for effective employment and staffing, consideration of external and internal recruitment, selection procedures, internal staffing process, application of job design and analysis as related to procedures of employment.

Option between OAD 30063 or OAD 30563

OAD 30063 - Behavior in Organizations (3)
Study of human behavior in work organizations. Focuses on individual satisfaction and motivation as related to organizational structure, nature of task and locus of power. Topics include small group formation, maintenance, organizational conflict, communications and leadership.

OAD 30563 - Management (3)
Discusses process for managing organizations including planning, organizing, leading and evaluating. Examines administrative role in organizations and concepts relevant to its function and historical development of administrative thought.

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Program requirements reflected herein are current at time of printing but are subject to change at the discretion of the university. Consult the catalog for any curriculum changes and additional requirements. Some required courses may be met through transfer credit as determined by the advisor in consultation with the registrar. www.ottawa.edu/coursecatalog

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Undergraduate Human Resources

Required Major Courses (continued)

OAD 48500 - HR Data Analytics (4)
Course provides practical application regarding the creation and use of data to analyze human resources functions. Prerequisites: MAT 10643 College Algebra OR MAT 20043 Discrete Mathematics OR MAT 20143 Business Mathematics OR OAD 31564 Quantitative Methods in Business

OAD 41564 - Compensation & Benefits (4)
Examines human resource functions of salary administration, job evaluation, compensation, legal requirements and benefit designs (including medical, life, retirement and flexible benefits). Emphasis on role of compensation and benefits in attracting, retaining and motivating employees.

OAD 41764 - Training & Development (4)
Studies current principles and practices in personnel planning, employee training and development. Topics include skill assessment, recognition of organizational and individual needs, establishing learning objectives and methodologies.

OAD 49200 - Seminar in Applied Human Resources (4)
Capstone course that guides student in the integration of functional content areas in the field of professional human resources. Addresses human resource issues and applies human resource theories and techniques to problems and cases through a process of decision-making. Prerequisite: Completion by human resources majors of all required core courses for human resources.

Elective Concentrations Available:
- Economics
- Finance
- Health Care Management
- Leadership and Management
- Marketing

Bridge to Graduate Degree:

The Bridge Option represents an opportunity for Ottawa University undergraduates who plan on pursuing a graduate degree at the University the chance for advanced, graduate learning as an undergraduate. The Bridge Option helps bridge the transfer between the undergraduate and graduate levels. The programs open to Bridge students will vary depending on when the courses are offered and student readiness.

As a senior in the Bridge Option, students will enroll in up to three graduate-level classes that will count toward the total degree requirements of 120 credit hours for the bachelor's degree and toward the 36 hours required for the graduate program. A special course number has been assigned to courses in the Bridge Option. Students will need to understand the requirements for these courses are more rigorous.

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