



Every organization wants to attract the most qualified employees and match them to jobs for which they are best suited. In the past, human resources workers performed the administrative function of an organization, such as handling employee benefits questions or recruiting, interviewing, and hiring new staff in accordance with policies established by top management. Today's human resources workers manage these tasks, but, increasingly, they also consult with top executives regarding strategic planning. They have moved from behind-the-scenes staff work to leading the company in suggesting and changing policies.

## 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.

# Undergraduate Human Resources

## Foundation Courses

### ACC 20364 Accounting for Business Operations

Introduces operating activities of business. Emphasis on using income statements to plan and evaluate the operations of a for-profit entity.

### ECO 20163 Macroeconomics

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

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.

### MAT 20143 Business Mathematics

Focuses on basic mathematics skills, business mathematics applications and problem solving strategies. Concepts include properties of real numbers, fundamental operations of rational numbers, fractions, decimals, percents, numerical and graphical descriptions of data, basic probability, and logical thinking. Alternate: MAT 20043 (Recommended) or MAT 10643.

### OAD 30763 Business Statistics

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

### OAD 31664 Business Ethics

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

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

Focuses on process and management of personnel function, including task specialization, selection and placement, development and training, collective bargaining, appraisal, and compensation.

### OAD 32864 Employment and Staffing

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.

### OAD 41564 Compensation and Benefits

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 and Development

Studies current principles and practices in personnel planning, employee training and development. Topics include skill assessment, recognition of organizational and individual needs, and establishing learning objectives and methodologies.

### OAD 49200 Seminar in Applied Human Resources

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.

### OAD 40264 Planning and Budgeting

Overview of basic financial systems used in business settings. Includes business planning and budgeting tools and models such as balance sheets, income statements, cash flow analysis, time value of money concepts and project planning techniques.

### OAD 30063 Behavior in Organizations

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. Alternate: OAD 30563 Management