

Graduate Master of Arts in Human Resources



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. The responsibilities of human resources generalists can vary widely, depending on their employer's needs. 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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Required Courses

HRC 7361 Managing Human Resources Costs

Monitor and assess financial achievements of human resources goals, as well as other financial planning and control mechanisms within the work organization.

HRC 7411 Human Resource Planning and Administration

Integration of human resources with strategic business functions and planning. Examines issues of structure, staffing, effectiveness, performance and assessment, and diversity within organizations.

HRC 7461 Wage, Salary and Benefit Administration

Provides comprehensive overview of the elements of compensation, legal ramifications of compensation design, and design of benefits programs and their impact on compensation and recruitment.

HRC 7561 Recruitment, Selection and Placement

Examines issues and methods for effective recruitment, employment selection and job placement. Compares various methods and procedures used as related to job requirements.

HRC 7601 Training and Development

Covers fundamentals, purpose and role of the training and development function in human resources. Includes needs assessment, program development, methods and technologies, management development, and evaluation of interventions.

HRC 7611 Organizational Behavior and Theory

Examines human behavior as it impacts the work organization. Includes theoretical foundations of motivation, group dynamics, leadership, decision making, satisfaction, and performance.

HRC 7741 Employment Law

Examination of Equal Employment Opportunity, Americans with Disabilities Act, Family Leave Act, and other recent and forthcoming legislation. Discuss impact for employee relations and management training for compliance.

HRF 7001 Value Systems and Professional Ethics

Study of personal and corporate value systems and decision making. Investigation of personal beliefs, purposes and attitudes, and their effects on self and others. Examines the ethical dimensions of organizational structures and practices.

HRF 7111 Trends, Issues and Perspectives in Human Resources

Extended overview of the role of human resources in organizations. Explores existing theory and practice, as well as new and emerging topics in the field.

HRF 7161 Research: Assessment and Evaluation

Develops conceptual and analytical skills and knowledge to assess organizational needs and program effectiveness through the use of research methodologies.

HRF 8481 Applied Case Studies in Human Resources

Seminar for graduating students in which participants develop a major case study of human resource issues, programs and policies in a current organization, most often their own. Draws from previous courses as issues are identified, analyzed and discussed.

Prerequisite: Completion of 30 semester credit hours of program.

Elective

3 credit hours from approved BUS, HRF or HRC courses.

Available Concentrations

- ▶ Health Care Management
- ▶ Leadership and Management