

HUMAN RESOURCE MANAGEMENT CERTIFICATE

Prerequisite: MATH 105 Intermediate Algebra

Requirement:

BUSN 301 The Management Process:

The key decision-making role of managers in modern organizations. Includes the study of organization, management styles, and selected administrative problems. Prerequisite: MATH 105. 4 credits.

Plus three of the following:

BUSN 380 Industrial Organizational Psychology:

Role of psychological principles in personnel selection, testing, human engineering, employer/employee relations, production efficiency, training, and safety. Prerequisite: BUSN 301. 3 credits.

BUSN 405 Human Resource Management:

Techniques for administering the personnel function. Organizing, staffing, recruiting and placement, performance appraisal, training and development, wage and benefit administration, labor relations, and auditing manpower requirements. Prerequisite: BUSN 301. 4 credits.

BUSN 407 Organizational Behavior:

The individual in the organization. Participation, leadership, motivation, communication, decision-making, team development, conflict resolution, and adaptation to change. Prerequisite: BUSN 301. 4 credits.

BUSN 408 Labor Legislation:

Statutes relating to labor relations. History and theories of labor movements, wage and employment theories, national labor relations policies, and current labor problems. Prerequisite: BUSN 301. 4 credits.

BUSN 409 Collective Bargaining:

Structure, environment, and process of collective bargaining including union and management goals and policies, wage determination, dispute resolution, and terms and administration of resulting agreements. Prerequisite: BUSN 301. 4 credits.

BUSN 430 Management of Human Relations:

Social behavioral science contributions to the understanding and management of human relations in business, public service, education, and other organizations. Topics include informal education of work groups, restrictive behavior, morale, supervisory styles, making innovations, problem solving, disadvantaged workers, professional and labor organizations, job mobility, and careers. Prerequisite: BUSN 301. 4 credits.