

How To Apply

Contact a program representative at a location near you or apply online at: www.friends.edu/application-0

E-MAIL learn@friends.edu
WEB SITE www.friends.edu
WICHITA 316-295-5300
LENEXA 913-233-8700
TOPEKA 785-272-9595
TOLL FREE 800-794-6945

Credit Transfer Policies

- Official transcripts must be mailed directly from the educational institution to Friends University.
- Transcripts stamped "issued to student" cannot be accepted as Admissions and Records.
- Please have transcripts sent to:
Admissions Processing
Friends University
2100 W. University Ave.
Wichita, KS 67213

Technical Requirements

PC Minimum Recommendations

- Current version of Microsoft Windows operating system
- Current version of Microsoft Office
- Antivirus Protection (McAfee Antivirus available free to students)
- High-speed Internet access
- Active e-mail account (available free to students)

MAC Minimum Recommendations

- Current version of MAC operating system
- Current version of Microsoft Office for MAC
- High-speed Internet access
- Active e-mail address (available free to students)

* Academic programs may have specific technology requirements that exceed these listed above.

Program Overview

Specific course work prepares students in employment law, recruitment, assessment and selection; employee performance, training and development, compensation and benefits, health safety and security, employee and labor relations, HR information systems and strategic HR management and current issues. Woven throughout specific coursework are topics relevant to all business professionals. The coursework has been designed by practicing human resource professionals using the framework for professionals provided by the Human Resource Certification Institute. Main areas of study include: strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, occupational health, and safety and security.

General Education Requirements

All students completing a Bachelor of Business Administration in Human Resource Management must complete 37 general education hours.

Graduation Requirements

Writing I (C or better).....3 cr. hrs.
 Writing II (C or better).....3 cr. hrs.
 College Algebra (C or better).....3 cr. hrs.
 Natural Science with Lab.....4 cr. hrs.
 Religion/Philosophy.....3 cr. hrs.
 Speech/Interpersonal Comm.....3 cr. hrs.
 Computer Information System.....3 cr. hrs.
 (CIS 125 or the equivalent)

Social/Behavioral Science.....6 cr. hrs.
 (choose any 2 from Anthropology, Sociology, Economics, Psychology, or Political Science)
 Liberal Arts/Humanities.....9 cr. hrs.
 (choose any 3 from 2 categories. Fine Arts, History, Foreign Language/World Culture, or Literature)

Admissions Requirements

- Complete application and pay application fee of \$35 (\$40 international fee).
- Continuously enrolled PACE students complete a change of program form in place of application. No application fee required.
- Signed Transcript Request form for official transcripts from all institutions attended, Friends University will process all requests.
- Completion of university approved English Composition I and II classes with a "C" or better.
- A total of 62 or more earned hours.
- A cumulative grade point average of 2.0 or above.
- Earned credit in a college math course with a "C" or better.

Modes of Delivery

- One night a week
- Cohort model

Hours/Length

- 46 credit hours
- 18 months

About the Program Director



Kathy Slem, SPHR
 Director of Human Resource Management Program
 B.B.A. Wichita State University
 M.S. Kansas State University
 (316) 295-5412 or (800) 794-6945 ext. 5412
kslem@friends.edu

Experiential Learning Credit

Students may demonstrate what they have learned from their life experiences about a particular subject through the Life Learning Essay process. Essays, usually 10 to 14 pages in length, are submitted and faculty members evaluate them for generally three academic credit hours. Credit may also be awarded for professional licensure, certifications and employer training. As a guideline, a minimum of 40 hours of training (hours spent in a classroom situation) may be submitted for evaluation of one credit hour. In addition, students who have earned credits documented on an American Council of Education (ACE) transcript, or from recognized technical/vocational schools may submit transcripts to the Prior Learning Assessment office for evaluation of credit hours.

COURSE LISTINGS

CAPS 302 Analysis, Principles and Skills of Adult Learning

The gateway course for students entering degree completion programs that provides tools for success in adult learning. Adult learning styles and theory will be examined with emphasis on the Kolb model. Students will examine ways in which they learn other than formal classroom settings. Participants will explore issues such as: time management, expectations of students and instructors, and critical thinking skills. *1 credit hour; 2 week module*

HRMT 300 Conflict Resolution and Communications in the HR Environment

This course applies the theories and models of communication and negotiation principles to real-life social and business communication problems. Special emphasis is placed on conflict resolution and communication in the Human Resource Management Environment. *3 credit hours; 5 week module*

HRMT 310 Managing Human Resources from a Strategic Perspective

In this course, students study the history and evolution of human resources and how they shaped the many-faceted role of today's typical business HR operation. Students will study how forward-thinking companies have learned to leverage their human resources to gain a competitive advantage over their competitors. As students explore the concept of strategic human resource management, they will also review the design of organizational structures that facilitate the application of these essential HR concepts. *3 credit hours; 5 week module*

HRMT 421 Human Resource Management in the Global Environment

This course allows the student to place the role of human resource management within a global perspective and demonstrate the borderless and fluid workforce that is emerging today. Aspects of the course will include issues such as outsourcing, worker visas, multi-national companies, cultural differences, immigration patterns and other global issues effecting human resource management efforts today. *3 credit hours; 5 week module*

HRMT 350 Employment Law

Analyzes employment practices law and its impact on employment decision making; equal employment opportunity and discrimination; occupational safety and health, pension and benefit regulations and laws that pertain to the employment relationship; emphasis is on the impact of regulations on organization personnel and human resource policy. The course will present a chronological sequence starting with the Bill of Rights in 1791 to the Civil Rights Acts, Executive Orders, ERISA, and the legislation that created the agencies currently monitoring workplace standards such as the Equal Employment Opportunity Commission (EEOC), Occupational Safety and Health Administration (OSHA) and the Department of Labor (DOL). *3 credit hours; 5 week module*

MGMT 370 Business Research

A course aimed at business managers responsible for implementing needs-based decisions amidst political and social business context. Focus is on the use of needs assessments, statistical techniques, qualitative and quantitative data analysis, methods for assigning priorities, and translating needs assessment results into action plans suitable to the management of business in a wide variety of industries.

(Prerequisite: at least one college level mathematics course - College Algebra recommended) 3 credit hours; 5 week module

HRMT 355 Recruitment Assessment and Selection

This course studies the challenges of selection practices; external and internal recruitment as well as human resource planning; job analysis; and selection techniques, including testing and interviewing. Also includes analysis of validation of selection techniques. *3 credit hours; 5 week module*

HRMT 360 Employee Performance, Training and Development

The course will provide a comprehensive analysis of how human resource management facilitates the process of evaluating employees within an organization through the development of appraisal systems, measurement tools, and the roles of training and development. This course will examine how the functions of human resources support and organization in the execution of its mission and vision and how to measure human resources effectiveness. *3 credit hours; 5 week module*

HRMT 366 Total Rewards: Compensation and Benefits

This course examines a variety of compensation methods and their relationships to organizational strategies, pay structures, and employee performance. Topics include total compensation, design of pay levels, benefit options, compensating special groups, cost management, job evaluation

techniques, incentive plans and administration. This course also considers the legal constraints on compensation practices. *3 credit hours; 5 week module*

MGMT 330 Business Accounting and Finance

An accounting course in managerial accounting for non-accounting majors. Emphasis is placed on the use and analysis of accounting data for management decision making. Topics covered include short-term budgeting, cost-volume-profit planning, capital budgeting, product costing, joint costs, standard costs, responsibility accounting, and the behavioral aspects of managerial accounting. *3 credit hours; 5 week module*

HRMT 425 Health, Safety and Security

This course introduces techniques for organizing and administering a practical safety program. Also emphasizes safety as a management function. The course includes an examination of history, occupational safety and health regulations, and a survey of current laws and standards. Teaches development of safety standards, the Occupational Safety and Healthy Act (OSHA), its rules and regulations; penalties for non-compliance, and methods of compliance. *3 credit hours; 5 week module*

HRMT 440 Employee and Labor Relations

This course examines the various mechanisms for regulating the workplace relationship. Introduces students to labor relations and collective bargaining; covers the parties (union and management), the legal framework, union structure and administration, the employer role, union organizing, bargaining issues, the negotiation process, grievances and arbitration, and public sector labor relations. The course presents the philosophy underlying labor legislation and the function of collective bargaining in labor management relationships. *3 credit hours; 5 week module*

HRMT 435 HR Information Systems (HRIS)

This course provides students with three important elements of human resource management and information systems. First, a theoretical foundation of the role of information systems in human resource management; second, an application approach to using information systems in solving human resource management problems; and last, the course exposes students to software problems that they are most likely to encounter in a business environment. *3 credit hour; 5 week module*

HRMT 460 Measuring Effectiveness of Human Resources

A critical function of a business's HR operation is to objectively determine the capabilities and quality of the company's workforce at all levels. HR must be able to measure the effectiveness of its own efforts to maintain human resources that consistently meet the company's needs and standards. In this course students will explore various methods for maintaining the organization's intellectual wealth as well as the use of the HR Scorecard to measure the organization's intangible human assets and HR's strategic efforts. *3 credit hour; 5 week module*

HRMT 418 Business Ethics for the HR Professional

This course will explore areas of ethics and the related problems and concerns in today's dynamic business environment from the human resource professional's perspective. Areas of focus include stakeholder analysis, corporate social responsibility, current issues and practices in business, professional codes and standards, sustainability, and ethical reasoning models. Students will develop and apply their own code of professional ethics. *3 credit hour; 5 week module*

HRMT 490 Current Issues in Human Resources

The Human Resource Capstone course is designed to serve two main goals. Students integrate previous coursework into a comprehensive framework leading to an understanding of current issues in the profession of human resources management as well as what it means to approach practice in that profession strategically. Emerging issues in human resource management are considered. *3 credit hours; 5 week module*

The Society for Human Resource Management (SHRM) has acknowledged that Friends University's BBA in Human Resource Management fully aligns with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate and graduate levels. They are part of SHRM's Academic Initiative, created in 2006 to help the Society define HR education standards taught in university business schools across the nation and help universities develop degree programs that follow these standards.
