Program of Study Request

Form Id: 12653

Form Status: Process

Please take action on the form.

This service has been developed initially to support the conversion of the university's course inventory from a quarters to a semesters curriculum.

Getting started ...

Type of Request:
- New
- Modify
- Deactivate
- Terminate
- Quarter to Semester

For Deactivate, the program must be terminated no later than the conclusion of 7 years from the deactivation and all students must complete degree requirements by this date. The Registrar's Office will notify the department when all students have completed degree requirements of the deactivated program.

Client Info

Name: Melissa L. Gruys
Email: melissa.gruys@wright.edu
Phone: 937.775.2375
Department: Management
Location: Rike Hall 250, 3640 Colonel Glenn Hwy.

Program of Study

MGT - Certificate in Human Resources

Effective Term: Spring 2015
Level: Undergraduate

Raj Soin College of Business

Degree: Certificate Program
Major: Human Resources *New
Minor:
Program: Certificate in Human Resources *New
Concentration:

Add'l Info:

Approvals

<table>
<thead>
<tr>
<th>Activity</th>
<th>Role</th>
<th>Client</th>
<th>Status</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Primary Route

Dept of

09/25/2014
<table>
<thead>
<tr>
<th>Department</th>
<th>Chair/Position</th>
<th>Reviewer</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept_Review</td>
<td>Management</td>
<td>Melissa L. Gruys</td>
<td>10:42:34</td>
</tr>
<tr>
<td>CCC_Eval</td>
<td>UG Chair of Raj Soin College of Business</td>
<td>Kevin Patrick Duffy</td>
<td>10/09/2014 16:28:26</td>
</tr>
<tr>
<td>Dean_Review</td>
<td>Dean of Raj Soin College of Business</td>
<td>Arijit Sengupta</td>
<td>10/10/2014 10:40:12</td>
</tr>
<tr>
<td>UCAP_Eval</td>
<td>UCAP Chair</td>
<td>Sean M. Pollock</td>
<td>11/12/2014 10:24:50</td>
</tr>
</tbody>
</table>

**Office Route**

Registrar_Proc Registrar Office  Pending

---

[Share with a colleague](Simple Webmail Client)

3640 Colonel Glenn Highway - Dayton, Ohio - 45435

[Copyright Information](© 2010) | [Accessibility Information](Access)

For technical support, please contact the [CaTS Help Desk](Help Desk)
Undergraduate Certificate in Human Resources

I. Title. Certificate in Human Resources, Raj Soin College of Business

II. Description. This certificate will provide content knowledge in the area of Human Resources. Required coursework includes courses in human resource management and staffing and elective courses are offered in additional human resources and management topics.

The Certificate in Human Resources emerges from a demand for individuals who have knowledge and skills specific to human resources. The certificate program will appeal to individuals who currently working or who are planning to work in the field of human resource management. Participants can pursue the certificate to gain content knowledge in human resources and also to gain continuing education and professional development credits for HR certifications they have earned (e.g., PHR and SPHR certifications).

III. Objectives. Provide human resource content knowledge for interested students and local human resource professionals.

The certificate will cover five broad areas – and there are specific learning objectives within each area:

1) The Environment of Human Resource Management
   - Align human resource objectives with the organization’s business strategy, in the context of the organization’s environment
   - Assess the effects of the external environment on human resource management (e.g., labor supply and demand, legal regulations and employment law, etc.).

2) Acquisition and Preparation of Human Resources
   - Design, evaluate and critique employee recruitment strategies used by organizations.
   - Design, evaluate and critique employee selection and staffing strategies used by organizations.

3) Development and Assessment of Human Resources
   - Suggest effective methods of training and development for employees and address issues surrounding employee training.
   - Recommend appropriate and effective performance management and appraisal systems.
   - Describe various motivation models and identify the impact of human resource management practices on employee motivation.

4) Compensation of Human Resources
   - Possess a knowledge of the three types of pay equity and how organizations manage the balance between the three types.
   - Develop a basic employee compensation system accounting for internal and external market factors.
   - Evaluate pay-for-performance systems and their value in motivating employees.
• Possess an awareness of the basic laws governing employee benefits.
• Assess basic employee benefits programs and identify their value to employees and the organization.

5) Labor Relations and Employee Relations
• Identify the steps of the union organization, recognition, and collective bargaining process.
• Describe and recommend common employee relations activities for a non-union setting.

IV. Admission Requirements. The Human Resources certificate program will be offered on a non-degree basis for interested participants who are not Wright State students. Admission criteria for these students will be a required high school diploma or GED equivalent. Current Wright State students may also apply to the HR Certificate program once they have attained junior level status.

V. Program Requirements. The certificate in human resources consists of 18 credit hours distributed as follows:
• 2 required courses (6 total credits)
• 4 elective courses chosen from the following list of elective courses (12 total credits)

Required (2 courses = 6 credits)

MGT 3210 - Human Resources Management
Credits: 3
Overview of human resource (HR) functions and policies, including environment of HR (including legal), recruiting and selection of employees, training and development, compensation and benefits, labor and employee relationship.

MGT 4260 - Staffing
Credits: 3
Topics include the impact of economic conditions on staffing, how employment law affects staffing activities, employee recruitment, employment testing and measurement in the context of employee selection, decision-making in employee selection, maintenance of an organizational staffing system, and employee retention.

Electives (Choose 4 courses = 12 credits)

MGT 4200 - Positive Group and Organizational Development
Credits: 3
Presents basic ideas, philosophies, theories and techniques of organizational development and change. Students will increase in their awareness and understanding of the complex problems an organization faces as it strives to compete in today’s and tomorrow’s world. They will be given opportunities to develop and practice skills needed to develop groups and organizations.
MGT 4250 - **HR Practicum I: Compensation and Benefits**  
Credits: 3  
Application of compensation and benefits theory to local small businesses, job analyses, job descriptions, wage and benefit surveys, market pricing, point-factor job evaluations, graded salary structure, and related policies. Requires extensive group work.

MGT 4300 - **Organizational Change and Conflict Management**  
Credits: 3  
Development and application of skills needed to help organizations identify and resolve conflict in order to adapt. Focus on identifying and analyzing of problems/opportunities, planning and implementing appropriate interventions, and the challenges of program evaluation.

MGT 4400 - **Performance Management**  
Credits: 3  
Setting objectives, observing performance, and giving and receiving ongoing feedback. Performance management requires that employees' activities and outputs are congruent with organizational goals, thus creating a direct link between employee performance and organizational objectives.

MGT 4720 – **High Performance Teams**  
Credits: 3  
Introduction to group theory, the practical elements of forming and leading high performing teams, self-assessments and other group-related skills, and practice engaging different group roles and activities. Integrated Writing course.

MGT 4770 - **Training and Development**  
Credits: 3  
With increasingly complex technologies, a more diverse workforce, industry globalization, organizations turn to training and development as an option for meeting workplace challenges. This course is designed to provide an introduction to the concepts, processes, and issues associated with training and development. The course will cover planning, designing, implementing, and evaluating training programs.

MGT 4800 - **Special Topics in Management**  
Credits: 3 (this is a variable credit class, but certificate students would need to take a 3 credit class)  
Seminar in special topics such as organizational assessment, training and development, and personal career development. Topics vary.

MGT 4950 - **Human Resources Practicum II: HR Strategy**  
Credits: 3  
Human resources strategy formulation and implementation, planning, and policy development. Students work with a small business's compensation, benefits, and staffing activities, policies, and procedures.
LAW 3000 - Legal Environment of Business
Credits: 3
Survey of domestic and international business law with the focus on practical applications of basic legal principles to managerial effectiveness, analytical reasoning and operational skills.

LAW 4300 - Legal Aspects of the Workplace
Credits: 3
Introduction to selected federal and Ohio workplace laws and policies with legal implications for human resource professionals and/or managers and for interacting with legal counsel.

VI. Program Quality. The certificate requires all upper division existing courses. These courses contain content that is very representative of the main functional areas of the discipline of human resource management. No lower division courses are included in the certificate program, as human resource management is a specialized area of study in which we offer only upper division courses.

VII. Student Performance. No grade lower than a C in any course will count toward the certificate. No more than one C in any course will count toward completion of the certificate.

VIII. Curriculum coordination. This certificate program includes courses from only the Department of Management and International Business. The proposal has been reviewed and approved by the department faculty.

IX. Resource Coordination. No additional CATS or Library resources will be needed to offer the Certificate in Human Resources.

X. Program Staffing. No additional staffing will be needed to offer the Certificate in Human Resources. The courses will be offered through faculty teaching overload courses or by hiring adjunct instructors.

Faculty responsible for teaching in the program:

Full Time Faculty:

Riad Ajami – Professor
Bud Baker – Professor
J. Michael Bernstein – Lecturer
David Bright – Professor
Yongjun Choi – Assistant Professor
Melissa Gruys – Professor
Suzanne Kelly-Garrison – Lecturer
Kimberly Lukaszewski – Assistant Professor
Rachel Sturm – Assistant Professor
Mark Suazo – Associate Professor
Scott Williams – Professor

Part-Time Adjunct Faculty:

Elizabeth Brown – Adjunct Instructor