

# Bachelor of Business Administration (BBA)

## Specialization in Human Resource Management



### OVERVIEW

AIU® offers an industry-relevant BBA program with an in-depth specialization in Human Resource Management that's designed to give students a solid background in business fundamentals, along with real-world knowledge and skills relevant to the responsibilities of an HR professional in the workplace.

### CURRICULUM INCLUDES

In this specialized curriculum, students can immerse themselves in the study of the recruitment process, employee selection and human resources record keeping in organizations. Students can also learn techniques corporations use to retain and develop talent within their workforces and drive organizational effectiveness.

This real-world specialization offers the opportunity for in-depth study, with more than half of your courses in your area of interest. It can help you develop a focused, industry-relevant knowledge base common to today's human resources professionals. For example:

**Personnel and Organization Policy:** students examine the personnel policies that must be in place in order to select and implement human resources programs within an organization. This course covers basic aspects of policy writing for employee selection, performance management, disciplinary process, employee motivation and career management.

**Employee Recruitment and Selection:** students examine the essential functions of recruitment and selection including ethics, legal requirements, job analysis, job descriptions and selection tools. It also presents how the effective management of people and jobs depends on accurate, reliable, comprehensive and current personnel information.

**Training and Development:** course content focuses on various training and human resource development techniques utilized by corporations to improve employee and organizational effectiveness, including needs assessment and analysis, training design and implementation, evaluation techniques, and management succession planning.

### WE CAN HELP YOU

- Apply team-building and leadership skills
- Recognize and manage potential ethical and legal conflicts
- Develop a personnel selection process for a specific position
- Establish performance standards for a job and select methods of performance appraisal
- Evaluate the relative worth of a set of jobs and determine a compensation structure
- Determine appropriate disciplinary action for a given situation
- Develop change strategies for collaborative group relations

\* Not all credits are eligible to transfer. See the University Catalog for transfer credit policies.

### COURSEWORK

### OUTCOMES

### WHY AIU?

AIU offers a streamlined, real-world curriculum and flexibility designed to help you schedule school around your life, not the other way around. Along with industry-relevant undergraduate and graduate degrees, our industry-focused specializations allow in-depth study of the field.

To accommodate busy lives, we offer full- and part-time program options and transfer-in credit\* for eligible college, work and military experience, which could cut down on the time it takes to earn a degree.



AIU's Business Administration degree programs with all their specializations are programmatically accredited by the Accreditation Council for Business Schools and Programs (ACBSP).



AIUniv.edu

# Bachelor of Business Administration (BBA)

## Specialization in Human Resource Management

The AIU Bachelor of Business Administration (BBA) degree program combines the required general education courses that provide a liberal arts foundation with a coherent business core and specialized courses designed to provide a solid background in business fundamentals, along with an in-depth study and application of the knowledge and skills that can be relevant to the responsibilities of an HR professional in the workplace.

### FOCUS ON YOUR SPECIFIC AREA OF INTEREST

By studying key topics in human resources to complete the upper division's core specialization requirements, you have an opportunity to focus your interests on the acquisition of industry-relevant knowledge and skills common to many of today's human resources professionals.

### THE ACCREDITATION COUNCIL FOR BUSINESS SCHOOLS AND PROGRAMS (ACBSP)

The ACBSP accreditation means that AIU's Business Administration programs meet the rigorous standards of this leading accreditation association. It helps ensure that what we teach is industry-current and industry-relevant in today's business environment and can make your degree more meaningful in the marketplace.



#### REQUIRED COURSES

#### GENERAL EDUCATION COURSES

ECON220	Microeconomics	4.5
ECON224	Macroeconomics	4.5
ENGL106	English Composition I	4.5
ENGL107	English Composition II	4.5
MATH125	General College Mathematics	4.5
UNIV103	Academic and Professional Success	4.5
UNIV106	Technology and Information Literacy	4.5
UNIV109	Interpersonal Communication	4.5
	Humanities (2 courses)	9
	Natural Sciences (2 courses)	9
	General Education Elective (1 course)	4.5

**Total General Education Requirements 58.5**

#### GENERAL ELECTIVES

A combination of any 11 undergraduate courses

**Total General Elective Requirements 49.5**

#### CORE COURSES

ACCT205	Principles of Accounting I	4.5
ACCT310	Managerial Accounting	4.5
BUSN105	Introduction to Business	4.5

#### CORE COURSES (CONTINUED)

BUSN150	Legal and Ethical Environment of Business	4.5
BUSN311	Quantitative Methods and Analysis	4.5
FINA310	Financial Management	4.5
MGMT305	Management Information Systems	4.5
MGMT310	Management and Leadership of Organizations	4.5
MGMT315	Survey of Human Resources Management	4.5
MGMT499	Program Capstone	4.5
MKTG205	Principles of Marketing	4.5

**Total Core Requirements 49.5**

#### HUMAN RESOURCE MANAGEMENT SPECIALIZATION COURSES

MGMT332	Employee Recruitment and Selection	4.5
MGMT335	Personnel and Organization Policy	4.5
MGMT345	Diversity in the Workforce	4.5
MGMT402	Employment and Labor Law	4.5
MGMT442	Performance Management and Employee Services	4.5

**Total Specialization Requirements 22.5**

**Total Bachelor's Degree Requirements 180**

For important information about the educational debt, earnings, and completion rates of students who attended these programs, go to [www.aiuniv.edu/disclosures](http://www.aiuniv.edu/disclosures). AIU cannot guarantee employment or salary. Not all programs are available to residents of all states. 1294612 3/18

AIUniv.edu

6600 Peachtree-Dunwoody Road • 500 Embassy Row • Atlanta, GA 30328

9999 Richmond Avenue • Houston, TX 77042

231 N. Martingale Road • 6th Floor • Schaumburg, IL 60173

