

# Bachelor's Degree Program BUSINESS ADMINISTRATION

Specialization: **Human Resource Management**

## QUICK FACTS

**127**  
CREDIT HOURS  
minimum credit hours  
required for graduation

**10%**  
GROWTH NATIONALLY FROM 2016-2026  
FOR EMPLOYMENT OF ADMINISTRATIVE SERVICES MANAGERS<sup>1</sup>

**2 + 8**  
YEARS MONTHS  
minimum length  
to graduation<sup>2</sup>

<sup>1</sup><https://www.bls.gov/oo/h/management/administrative-services-managers.htm>. Data reflects a national projected percentage change in employment from 2016-2026 and may not reflect local economic conditions. <sup>2</sup>Not including breaks. Assumes year-round, full-time enrollment. Additional program information may be found at <https://www.devry.edu/degree-programs.html>

## ABOUT THIS DEGREE PROGRAM

For those with prior college education or professional experience, the bachelor's degree completion program in Business Administration at DeVry University can help you develop the management skills needed to work in many business areas and industries, such as accounting, project management, entrepreneurship, marketing, and human resources. With previously earned qualifying college credits, you may be able to earn your bachelor's degree in less time.

Our Business Administration degree program is designed to prepare students to meet the challenges of a high-tech, global marketplace by bringing the real world into the classroom. Through experiential projects, you can develop the skills and business acumen needed in today's business world.

If you have prior work or educational experience, you may also want to consider our Technical Management and Management degree programs, which are available with many of the same specializations.

## DID YOU KNOW?

DeVry University's Bachelor of Science in Technical Management program has achieved voluntary accreditation from the Accreditation Council for Business Schools and Programs (ACBSP) [www.acbsp.org](http://www.acbsp.org), demonstrating that it has met the standards of business education that promote teaching excellence.



## GENERAL EDUCATION COURSEWORK

### Communication Skills

ENGL112 <sup>1</sup>	Composition
ENGL135	Advanced Composition
ENGL216	Technical Writing
SPCH275	Public Speaking

### Humanities<sup>5</sup>

HUMN303	Introduction to the Humanities
ETHC445	Principles of Ethics
LAS432	Technology, Society, and Culture

### Social Sciences

SOCS185	Culture and Society
SOCS325 <sup>2</sup>	Environmental Sociology
LAWS310 <sup>3</sup>	The Legal Environment

### Mathematics and Natural Sciences

MATH114	Algebra for College Students
MATH221	Statistics for Decision-Making
SCI228 <sup>4</sup>	Nutrition, Health and Wellness with Lab

### Personal and Professional Development

CARD405	Career Development
COLL148	Critical Thinking and Problem-Solving

<sup>1</sup> Students enrolled at a New Jersey location take ENGL108 in lieu of this course.

<sup>2</sup> Certain students enrolled as online students are assigned PSYC307 in lieu of this requirement.

<sup>3</sup> Students enrolled at a Nevada location must take POLI332 in lieu of this requirement.

<sup>4</sup> Students enrolled at a New Jersey location may take PHYS204 or SCI200 to fulfill this requirement.

<sup>5</sup> Students enrolled at a Pennsylvania location must take HUMN451 as part of this requirement.

## CORE-DEGREE COURSEWORK

### Business Core<sup>5</sup>

ACCT212	Financial Accounting
ACCT346	Managerial Accounting
BIS155	Data Analysis with Spreadsheets with Lab
BIS245	Database Essentials for Business with Lab
BUSN115	Introduction to Business and Technology
BUSN319	Marketing
BUSN379	Finance
COMP100	Computer Applications for Business with Lab
ECON312	Principles of Economics
MGMT303	Principles of Management
MGMT404	Project Management

### Senior Project

BUSN460	Senior Project
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### Electives

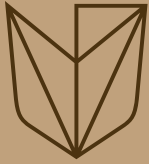
The following suggested electives ensure students meet prerequisite requirements and offer applied tech skills for today's business world. Qualifying prior college coursework not meeting other program requirements may be applied toward the elective hours. Students may request alternate elective courses through academic advising.

CIS115	Logic and Design
MGMT408	Management of Technology Resources
SEC310	Principles and Theory of Security Management

<sup>5</sup> Students enrolled at a New Jersey location must also take the following to fulfill this requirement:

- (a) all of: BUSN412; GSCM206
- (b) one of: BUSN369; INTP491 and INTP492

Programs, course requirements and availability vary by location. Some courses may be available online only. All students enrolled in site-based programs will be required to take some coursework online and, for some programs and locations, a substantial portion of the program may be required to be completed online. DeVry's academic catalog, available via [devry.edu/catalogs](http://devry.edu/catalogs), contains the most current and detailed program information, including admission, progression and graduation requirements. Information contained herein is effective as of date of publishing.



# SPECIALIZATION: HUMAN RESOURCE MANAGEMENT

## ABOUT THIS SPECIALIZATION

DeVry University's bachelor's degree program in Business Administration can help prepare you for the workplace with a solid business foundation. Our specialization in Human Resource Management can further focus your studies.

Human resource management focuses on an organization's most precious asset: the people who, individually and collectively, are responsible for its success. Human resource managers play an important role in helping to plan and direct hiring practices, employee benefits and relations programs, and training and development.

Our Human Resource Management specialization can help you learn about designing pay structures, developing employee policies, communicating employee benefits, selecting payroll systems and working with the executive team to develop hiring and employment goals.

Graduates of DeVry University's Business Administration program with a specialization in Human Resource Management may consider careers including, but not limited to, the following:

- Administrative Assistant
- Administrative Services Manager
- Employee Benefits Specialist
- Employee Relations Manager
- Human Resource Generalist
- Human Resource Information Systems Specialist
- Management Analyst/Consultant
- Training and Development Manager

Employment in some occupations may require years of relevant experience.

## KNOWLEDGE AND SKILLS

**ADMINISTRATION AND MANAGEMENT** — Understand the fundamental management theories and traditional managerial responsibilities in formal and informal organizational structures, including planning, organizing, directing, controlling and staffing.

**EMPLOYMENT LAW** — Study federal and state laws as they affect the human resource function, including equal employment opportunity, employment agreements, wage and overtime payment, and other regulatory issues.

**HUMAN RESOURCE INFORMATION SYSTEMS** — Explore the technology options available for managing the human resource function.

**STRATEGIC STAFFING** — Recruit, select, train and retain employees to achieve organizational goals.

**TRAINING AND DEVELOPMENT** — Improve individual and corporate effectiveness through training needs analyses, implementation planning and outcomes assessment.

**COMPENSATION AND BENEFITS** — Use pay systems and benefit plans to achieve corporate goals. Learn about compensation design, analysis and evaluation in terms of both legally required and voluntary benefit options.

**CONFLICT RESOLUTION** — Handle complaints, settle disputes, resolve grievances and reach mutually acceptable compromises with others.

**COMPLIANCE EVALUATION** — Use relevant information and individual judgment to determine that events or processes comply with laws, regulations or standards.

## PROGRAM-SPECIFIC COURSEWORK

### Human Resource Management

- HRM320 Employment Law
- HRM330 Labor Relations
- HRM340 Human Resource Information Systems
- HRM410 Strategic Staffing
- HRM420 Training and Development
- HRM430 Compensation and Benefits
- MGMT410 Human Resource Management

## DID YOU KNOW?

The Society for Human Resource Management (SHRM) has acknowledged that DeVry University's Business Administration degree program with the Human Resource Management specialization fully aligns with SHRM's HR Curriculum Guidebook and Templates. More information about SHRM is available via [www.shrm.org](http://www.shrm.org).

For comprehensive consumer information, visit [devry.edu/studentconsumerinfo](http://devry.edu/studentconsumerinfo). Important information about the education debt, earnings and completion rates of students who attended this program can be found at [devry.edu/bba-ge](http://devry.edu/bba-ge). For additional program information, visit [devry.edu/bba](http://devry.edu/bba).

In New York, DeVry University operates as DeVry College of New York.

DeVry University is accredited by The Higher Learning Commission (HLC), <http://www.hlcommission.org>. Keller Graduate School of Management is included in this accreditation. DeVry is certified to operate by the State Council of Higher Education for Virginia. Arlington Campus: 2450 Crystal Dr., Arlington, VA 22202. DeVry University is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. [www.tn.gov/theec](http://www.tn.gov/theec) Nashville Campus: 3343 Perimeter Hill Dr., Nashville, TN 37211. Program availability varies by location. In site-based programs, students will be required to take a substantial amount of coursework online to complete their program.

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