Bachelor of Business Administration [BBA]
Human Resource Management Concentration

MONTREAT COLLEGE
www.montreat.edu
The Bachelor of Business Administration degree provides a valuable balance of course theory and practical experience, preparing students to work effectively in today’s complex business environment. The Human Resource Management concentration helps students develop an understanding of the fundamentals of human resources management and its relevance in business. The concentration addresses the legal and ethical components of the decision-making process involved in the human resources environment. You can earn your BBA/HRM degree in just about two years by attending our adult classes one night a week or online.

Montreat College has been acknowledged by the Society for Human Resource Management (SHRM) that the Bachelor of Business Administration degree with a concentration 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.

**Course Descriptions**

**BS 304 Labor-Management Relations**  
A study of the history and development of labor relations, structure of union organizations, and process of collective bargaining negotiations and contract administration. With declining union membership over the last ten years, special emphasis is placed on employee relations in nonunion organizations. Contemporary issues include public sector and international labor relations. Three credits, five weeks.

**BS 307 Organizational Behavior**  
This course examines the development and maintenance of organizational effectiveness in terms of environmental effects, improving motivation, behavior modification, systems aspects, communications, structure, and the dynamics of problem solving, goal setting, team building, conflict resolution, and leadership. Three credits, five weeks.

**BS 308 Servant Leadership**  
This course studies the functional, moral, and spiritual aspects of leadership in organizations. Students gain an appreciation of the nature, strengths and weaknesses of servant leadership and become prepared to develop as a leader according to a personalized leadership plan. Three credits, five weeks.

**BS 309 Business Ethics**  
This course examines business policies and practices by raising basic questions about the morality of economic systems in the United States and abroad. Three credits, five weeks.

**BS 310 Total Quality Management**  
An overview of the philosophy and tools of total quality management beginning with a study of W. Edwards Deming’s Theory of Profound Knowledge. Students will be actively involved in team-building exercises employing statistical tools and techniques for innovation while solving real-world productivity problems. Three credits, five weeks.

**BS 313 Employment Law**  
Employment Law provides a comprehensive analysis of federal and state laws as they affect the human resource function, including equal employment opportunity, wage/overtime, payment, employment agreements and other restrictions on management’s rights. Emphasis is placed on applying employment laws to develop programs that enable organizations to be proactive in meeting both company and work force needs, with an eye to resolving workplace disputes, preventing litigation, and implementing and administering personnel policies and practices in compliance with applicable law. Three credits, five weeks.

**BS 320 International Business**  
This course examines international political, competitive, economic, social, legal, and technological environments and their effect on the main business functions. Students discuss international financial instability, exchange rate volatility, and foreign currency hedging. Three credits, five weeks.

**BS 351 Economics: Micro and Macro**  
This class surveys price, competition, monopoly, oligopoly, income distribution, international trade, economic development, modern economic structures, money, monetary and fiscal policy, and public finance. Three credits, six weeks.

**BS 352 Financial Accounting Issues**  
This course is a survey of accounting procedures, with emphasis on identifying, recording, classifying, and interpreting transactions and other events relating to proprietorships, partnerships, and corporations. Three credits, six weeks.

**BS 403 Leadership and Human Resource Management**  
This course surveys leadership, technical, and legal issues confronting human resource managers. Three credits, five weeks.

**BS 413 Production and Operations Management**  
This course exposes students to the use and management of critical state-of-the-art business applications through lecture, case study, and hands-on decision-making applications. Three credits, six weeks.

**BS 437 Marketing Management**  
This integrated course in marketing emphasizes the marketing mix and competitive strategy formulation. Case studies cover the control function, market analysis, marketing information, and sales forecasting. Three credits, five weeks.

**BS 452 Managerial Accounting Issues**  
This course is an in-depth study of the role that accounting data plays in the decision-making process of managers of both for-profit and nonprofit organizations. Three credits, six weeks.

**BS 471 Individual Business Project**  
Through a project proposal, report, and presentation, the student applies knowledge and skills acquired throughout the degree program to problem-solving a client organization. Three credits, five weeks.

**CS 302 Management Information Systems**  
This course exposes students to the use and management of critical state-of-the-art business applications through lecture, case study, and hands-on decision-making applications. Three credits, six weeks.

**EN 371 Managerial Communications**  
This course helps students improve speaking, writing, listening, and facilitating skills. Three credits, six weeks.

**GE 322 Orientation for Adult Program Success**  
This course applies group theory to the accelerated adult learning module. Students learn about library resources and effective research and writing tactics. Three credits, five weeks.

**IS 461 Philosophy of Faith and Learning**  
This course helps students define their own Christian philosophy of life, explore their Christian calling, and discover their role as a Christian influence in the world. Three credits, five weeks.

Admission Requirements

Applicants must submit the following credentials:

- Montreat College Application for Admission
- Official transcripts of all prior college coursework. An official high school transcript or GED certificate for students who transfer less than 24 semester hours of regionally accredited college coursework
- A minimum of 54 transferable semester hours of regionally accredited college coursework (including a minimum of 50% general education credit)
- A minimum overall GPA of 2.0 in all prior college coursework
- At least two years of relevant full-time work experience
- A score of 550 or above on the English as a foreign language test for students whose first language is not English

Program Locations

Online  
Asheville  
Charlotte

Contact Admissions

1-800-NEW-PATH (639-7284)  
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