

Module Descriptions

LEADERSHIP & TEAM DEVELOPMENT

Offers an introduction to and an overview of the concepts of leadership and team development. This module will provide a framework and rationale for the team/cohort learning model in an organizational context. Emphasis is placed on the application of concepts to real managerial problems and issues. This module will use a combination of conceptual and practical approaches, lectures, discussions, case studies and group exercises.

COMMUNICATION

This module blends research, theory and practice in the art of effective team communication, presentation and facilitation skills, team dynamics, and written skills to create a dynamic contribution to the overall effectiveness of any organization. Each student comes to this course with expertise and experience; this module will reinforce individual strengths, identify areas of growth and set goals for development in the cohort as well as the workplace.

PROFESSIONAL BUSINESS WRITING

This course focuses on effective writing techniques for professionals. Assignments include a business proposal, an employment letter, a memo, a performance evaluation and interoffice correspondence. Since writing is a cumulative skill, an emphasis is placed on the revision process through online postings and in-class peer feedback. Students learn to communicate professionally and succinctly using a variety of business formats.

HUMAN BEHAVIOR IN ORGANIZATIONS

This is an introductory course on human behavior in the organizational setting. The focus of this module will encompass three levels of organizational behavior analysis: the individual, the group and various modern organizational systems. There are two major goals: to provide students with a basic grounding in the most important principles of managing human assets in organizations and to work to develop job-relevant knowledge skills. The material covered will be applicable to a wide range of organizations, and students should also find topics that are relevant to daily life.

MANAGING ORGANIZATIONS

This module is designed to expand on the concepts presented and to understand why management is vital to the success of the organization. Students will better understand the functions and systems associated with sound management. Effectiveness and efficiency will be stressed, providing the venue for improving decision-making skills and critical analysis. Students in this module will be required to choose an organization and, along with this organization, plan, organize, lead and control a project that produces "real" results. This course will force students to have a complete understanding of managerial theory and apply this material in a practical and effective method.

MANAGERIAL ECONOMICS

Basic principles of economics at both the macro and micro levels will be explored. Topics of supply and demand, national income accounting, monetary and fiscal policies, business cycles, money and banking, interest rate determination, market structure, elasticity, international trade policy and budget deficit are among the long list of topics discussed in this module. A high level of student interaction will be expected. The course is taught using practical materials that provide a better understanding and use of secondary data to make interpretations regarding future business environmental forecasts.

STATISTICAL DECISION MAKING

A basic understanding of statistics and its application to business situations will be the objective of this module. Topics such as descriptive statistics, estimation, hypothesis testing and regression analysis will be explored in depth in order to provide a useful understanding of how these topics affect today's business environment and decision-making. Microsoft Excel will be used throughout the course.

ACCOUNTING FOR MANAGERS

This module is designed to help students use accounting information in the workplace. The course will not focus on rules of debits and credits nor the official preparation of accounting records like journals and ledgers; instead it will focus on understanding and use of financial information for planning business strategy. Decision-making, evaluation of process improvements and performance, interpretation of corporate and annual reports and recognition of internal control systems will be the materials presented in this module.

FOUNDATIONS OF HR MANAGEMENT

A broad examination of the functions normally found in the HR organization: Compensation & Benefits, Employment Policies & Practices, EAP & Workplace Safety, Labor Relations, Training & Development, and Organizational Development. This course provides the student with a solid understanding of the traditional roles that the HR function traditionally performed and the trade-offs involved in balancing personnel costs between pay and benefits.

STRATEGIC PLANNING & TACTICAL EXECUTION

This course explores the importance of linking the planning for HR with the strategic plan and direction of the overall organization. Because this linkage often proves elusive in practice, the course will help the student understand the importance of tactical execution and the tools available to leaders and managers that make the linkage possible. The course begins with an examination of the overall planning and visioning process in organizations and explores areas where the overall plan and the HR plan diverge.

ORGANIZATIONAL ANALYSIS & DEVELOPMENT

Explores the pivotal role that HR can play in ensuring that the skills and abilities required to support the strategic thrust of the organization are in place, as well as identifying where there are weaknesses that need to be addressed. The importance of culture, structure, and leadership are examined.

ACQUIRING & MANAGING TALENT

Students will explore the area of acquiring talent, including recruitment strategies, talent sourcing, and selection methodologies. Students will gain insights into designing and implementing effective talent management programs that foster employee engagement, productivity and long-term organizational success.

LEGAL & ETHICAL ISSUES IN HR

This module provides the foundation for understanding employment laws and ethical dilemmas facing businesses and organizations today. It presents the key elements of the laws that govern human resources practices and policies and how human resources professionals use them to drive compliance. Additionally, this course offers an analysis of the common ethical dilemmas that human resources professionals face.

HR GLOBAL ISSUES

This module provides the foundation for understanding the diversity and global human resource practices in businesses and organizations today. It presents factors to consider with both a changing workforce and management of domestic and foreign enterprises. Students will develop their understanding of key issues in recruitment, selection, retention, training, safety, and labor and employee relations.

MULTIDISCIPLINARY PROJECT (CAPSTONE)

Utilizing their knowledge from the previous modules, students will create a case study from a selected organization. This case must uncover one main problem for the organization and provide viable and supported solutions to help create a better situation for the organization. The main part of this capstone is that each team presents a rich enough case that the reader will, with a fair amount of certainty, be provided with enough information to allow them the opportunity to solve the case using methods and techniques gained from business knowledge and experience.