



MAJOR CHOSEN: HUMAN RESOURCE DEVELOPMENT

I. A BRIEF DESCRIPTION OF THE MAJOR

Do you enjoy working with people? Do you like helping people achieve their goals? The Human Resource Development major is for you. It is a four-year bachelor degree program that prepares you for a career in this growing field. You will study all aspects of the Human Resource field from a Christian worldview including: recruiting, employment and placement, employee relations, compensation, benefits, job analysis, and training and development.

II. COURSE HIGHLIGHTS

As you pursue your bachelor degree you will enjoy the following courses:

Introduction to Human Resource Development provides an overview of this exciting field. The **Needs Assessment, Compensation & Benefits, Employment Selection & Placement, Management Employee Relations** and **Communication Training and Development** courses provide a general knowledge of each of the pillars of Human Resource Management.

III. A TYPICAL YEARLY COURSE SEQUENCE

This is a suggested program of study for you. Other refinements to your program can be made when you consult your faculty advisor at the time of your enrollment.

You will notice that some courses are listed as electives. These electives give you the opportunity to tailor your program by selecting courses you would like to take for your own personal enjoyment.

Freshman

Orientation	1	Orientation	1
History of Civilization	3	History of Civilization	3
Old Testament Messages	1	New Testament Messages	1
Survey of Accounting	3	Fundamentals of Speech	3
Intro to Human Resources Development	3	English Composition	3
English Composition	3	Computer Applications Elective	3
Computer Applications Elective	3	Total	14
Total	17		



Sophomore

Principles of Management.....	3	Business Writing	3
English Literature.....	3	General Psychology	3
Microeconomics or Macroeconomics	3	Principles of Marketing.....	3
Sophomore Bible Elective.....	1	Needs Assessment.....	3
Minor or Electives	<u>6</u>	Business Elective	3
Total	16	Sophomore Bible Elective	<u>1</u>
		Total	16

Junior

Ethics	3	Christian Family Forum	1
Organizational Behavior	3	Bible Doctrines	3
Bible Doctrines	3	Conflict Management	3
Fundamentals of Counseling.....	3	Business Law	3
Minor or Electives.....	<u>4</u>	Compensation & Benefits	3
Total	16	Minor or Electives	<u>3</u>
		Total	16

Senior

Communication Training & Development	3	Oral Communication for the Professions	3
Strategic Planning	3	Management/Employee Relations	3
Protocol/Practices of International Business	3	Contemporary Issues in Human Resources	3
Employment Selection & Placement	3	Upper-Level Bible Elective	2
Change Management	3	Business Internship	3
Upper-Level Bible Elective	<u>2</u>	Minor or Electives	<u>2</u>
Total	17	Total	16

IV. FACILITIES, EQUIPMENT, AND OPPORTUNITIES

Completely equipped computer laboratories are available for your use. There are many academic computer labs conveniently located all over campus. They consist of various types of PCs, Apple PowerMacs, and laser printers and are all interconnected via a Novell computer network.

Four computer laboratories are maintained for the use of business students. These laboratories are equipped with 90 IBM-compatible computers, 5 laser printers, 12 transcribers, and 1 color scanner.

Field trips are arranged throughout your program to various facilities where you will have the opportunity to observe current business procedures and various business environments.

As a part of the University Business Association, a campus organization comprised of students in the various business majors, you will have an opportunity to become acquainted with successful Christian business people who speak at the regular meetings. The emphasis of UBA is to help prepare you to be an effective testimony for Christ in the business world. In addition, this organization operates an Investment Club that manages a portfolio of real stocks.

The annual spring Bible Conference is one of the many exciting features of the University and Academy year. Your regular academic work will be suspended for the Conference, during which you will hear messages from outstanding Bible teachers, pastors, and evangelists.



Chapel is a central feature of Bob Jones University. This 35-minute service is held every morning, Monday through Thursday. These services are a source of great inspiration to students. Four days a week the Chapel message is brought by the President or by selected speakers. Each Friday the Chapel period is devoted to the meetings of various literary societies.

Davis Field House, with over 87,000 square feet and seating for 3,000 people, contains 4 full-sized courts; auxiliary courts; indoor and outdoor tracks; swimming pool; café; and a fitness center with fully-equipped exercise room, aerobic room, sauna, and whirlpool.

The Mack Library, with 90,000 square feet of floor space and seating for over 1,300 students, gives you access to 294,000 volumes, 1,100 current periodical subscriptions, and more than 17,000 music, speech, and language recordings. Mack Library offers access to over 65 electronic databases on the library web site. An interlibrary loan program is available through OCLC, a national database, for books not held in our library. Other prominent features include the Jerusalem Chamber, a replica of the room in Westminster Abbey in London in which work was done on the 1611 King James Bible, and the University Archives Room which displays materials about the Founder and history of the University.

If you are planning to live on campus, you will be glad to know that all of our residence halls are air-conditioned, have wall-to-wall carpeting, and have a phone in each room. You will be able to make long-distance calls directly from your room and have them automatically placed on your school bill. Computer network connectivity is available in all residence halls, as well.

All of our classrooms are air-conditioned, and there are awnings over the sidewalks to keep you dry when it is raining. The Dining Common serves 8,500 delicious meals a day, and the Snack Shop and Bookstore in the Student Center carry just about anything you'll need.

You will find the finest Christian young people in the country are your fellow students, and without trying too hard, you may end up making a life-long friend!

V. ABOUT THE FACULTY

You will receive a quality biblical based education from our nineteen business faculty members. Their breadth and depth of teaching and professional work experience prepares you to be a Christian business person in your chosen field. The faculty has over 230 years of teaching experience and hold graduate degrees from a wide variety of universities including: Virginia Tech, Duke University, Clemson University, Aquinas University, Embry-Riddle Aeronautical University, Ball State University, University of Georgia, University of Houston, University of Toledo, Arizona State University, and Bob Jones University. Professionally, they have also accumulated over 300 years of business experience in all sectors of business which include accounting, manufacturing, administrative services, information technology, government, insurance, and financial services.

Some business faculty members are entrepreneurs and others have been in leadership positions from entry-level to the executive boardroom. Their professional certifications include CPA (Certified Public Accountant), CFP (Certified Financial Planner), CLU (Chartered Life Underwriter), CGFM (Certified Government Financial Manager) and PMP (Project Manager Professional). Many have been recognized in Who's Who in American Colleges and Universities, Who's Who in America, Who's Who in the Midwest, Who's Who in Business, or Business Week's "Up and Comers." As well, many have held offices in professional organizations and have been recognized for their community service.



More importantly, the business faculty's leadership in local church ministries as deacons, elders, trustees, Sunday School teachers, and youth sponsors provides a role model for service and ministry.

VI. CAREER OPPORTUNITIES AND PLACEMENT

Each year over 60 businesses and 150 Christian Schools/Mission Boards/Christian Organizations recruit our graduates for positions that include:

Benefits Administrator	Recruiter	Trainer
HR Generalist	Safety Manager	Training Coordinator
Labor Relations Specialist	Safety Specialist	Training Developer
Personnel Tech	Staffing Specialist	Training Specialist

VII. BJU: AN AFFORDABLE EDUCATION

Enclosed is an expense sheet detailing the cost of attending Bob Jones University. When you compare our charges to those of other private colleges, we think you will be pleasantly surprised. We believe we offer a student more value for his dollar than anyone else in America. And to help you see how affordable "the Opportunity Place" can be for you, we have enclosed a financial aid brochure that you can use to evaluate your own situation. Your Admissions Counselor or the Director of Student Financial Aid would be happy to discuss this with you if you have any questions.

HOW TO TAKE THE NEXT STEP . . .

If you can see yourself in the career described in the profile, then a great opportunity awaits you at Bob Jones University. It is the opportunity for the premier Christian college experience in all the world. It is the opportunity for learning, for fun, and for developing new friendships. It is the opportunity to prepare for a lifetime of service for the Lord . . .

The Opportunity Place . . . God's Special Place for You.