



Human Resource Development for Higher Education and Industry

Bachelor of Science



Program Description: The Human Resource Development for Higher Education and Industry program at Indiana State University is a degree completion transfer program which articulates with regionally accredited associate of science or associate of applied science degree programs. The entire program may be completed via distance education. Flexibility is built into the major such that a student may complete the required courses in both the major and university requirements all within the required 124 credits needed for graduation. All CCAF courses completed in degree programs will transfer to ISU and count toward graduation.

Program Objectives: The Human Resource Development for Higher Education and Industry Bachelor of Science program prepares professionals for education in post-secondary and proprietary institutions, industry, business, and government agencies. Graduates are competent in planning, conducting, and managing education, training, and other human resource development activities.

Degree Program Requirements

Degree Requirement	Required Semester Credits	CCAF Transfer Credits	Courses to take at Institution
Core/Area of Focus			
		18 CCAF technical credits not used as electives in the major below to count toward required 60 credits at Indiana State	
HRD 276 – Characteristics of Human Resource Development	3		HRD 276
HRD 350 – Labor Relations ion Human Resource Development	3		HRD 350
HRD 355 – Life Integration	3		HRD 355
HRD 420 – Career Development and Employee Appraisals	3		HRD 420
HRD 425 – Organizational Development	3		HRD 425
HRD 473 – Evaluating Learner Performance	3		HRD 473

HRD 480 – Vocational Industrial Psychology	3		HRD 480
HRD 489 – Adult Learners in Higher Education and Training	3		HRD 489
HRD 495 – Contemporary Issues in Human Resource Development	3		HRD 495
TMGT 351 – Professional Internship	3		TMGT 351
TMGT 369 – Developing Occupational Training Programs	3		TMGT 369
TMGT 385 – Methods and Strategies for Instructional Programs	3		TMGT 385
TMGT 394 – Occupational Liability and Safety	3		TMGT 394
TMGT 429 – Workplace Law for the Technical Manager	3		TMGT 429
TMGT 468 – Continuous Performance Improvement	3		TMGT 468
Directed electives within student's area of interest/concentration	6	6 CCAF technical credits	
Total	51	6	45
General Education Requirements – Foundational Studies			
Freshman Composition: ENG 101: Freshman Writing I	3	Completed with approved AAS degree - Written Communication	
Freshman Composition: ENG 105 or 107: Freshman Writing II OR Rhetoric and Writing	3	Waived with approved AAS degree (completed through other courses at the AAS level)	
Junior Composition: ENG 305T or ENG 305 or ENG 405 or BEIT 336 : Technical Writing OR Advanced Expository Writing OR Writing for Science and Industry OR Business Report Writing, respectively	3		One of ENG 305T, ENG 305, ENG 405 or BEIT 336
Communication: COMM 101: Introduction to Speech Communication	3	Completed with approved AAS degree – Oral Communication	
Quantitative Literacy/Mathematics	3	Completed with approved AAS degree - Mathematics	
Non-native Languages	6	Waived with approved AAS degree	
Health and Wellness: PE 101/L: Fitness for Life and Laboratory	3	Completed with approved AAS degree – Physical Education (4 credits)	
Social and Behavioral Studies	3	Completed with approved AAS	

		degree – Social Science	
Literary Studies	3	Completed with approved AAS degree - Humanities	
Science with laboratory	3		Individual student record will determine remaining number of general education courses. Total number of general education and any remaining electives will not exceed 12.
Fine and Performing Arts	3		
Historical Studies	3		
Global Perspectives and Cultural Diversity	3		
Ethics and Social Responsibility	3		
Integrative Upper-Division Electives	9		Integrative Upper-Division Electives
Total	54		To be determined
Electives			
Additional electives to complete 124 credits required for graduation	19	Dependent on number of general education requirements met by Leadership, Management & Military Studies and Program/Technical electives. These courses, if needed, should be taken at the junior/level as stated above.	Additional electives to complete 124 credits required to graduation. Total dependent on number of general education credits given above. Total number of both general education and electives will not exceed 12.
Total Credits Required Bachelor of Science Degree	124	64	60

Note: This document should reflect a “generic” plan and provide students with a snapshot of the degree program requirements. A more descriptive/individualized plan should be submitted as part of the degree contract.

Course Descriptions:

HRD 276 – Characteristics of Human Resource Development – 3 hours. An overview of the functions, background, and methodologies used in human resource development (HRD) programs. Topics include the bases of industrial training, education, and development activities in HRD; the roles of human resource developers; and the management of goal-oriented learning experiences.

HRD 350 – Labor Relations in Human Resource Development – 3 hours. A study of the historical, legal, and economic foundations of labor relations in the United States. Application of knowledge and strategies in labor relations practices are included.

HRD 355 – Life Integration – 3 hours. An exploration of how work and family interconnect and influence each other. The course analyzes the implications of these linkages from the perspective of multiple stakeholders, including women, men, children, and employers. Students learn how gender, social class, family structure, and race affect individuals' balancing acts. Such topics as historical overview of the relationship between work and family, work-family conflict, organizational work-life policies and programs, and legal and business issues concerning work-life are studied.

HRD 420 – Career Development and Employee Appraisals – 3 hours. An introduction to the knowledge, tools, skills, and practical methodology needed to apply principles of career development. This course is tailored for instructors of adult learners and Human Resource Development Specialists. The class includes career development in the 21st century, understanding and responding to changes in the workplace and family life, career development in cultural contexts, and using standardized tests and inventories in human resource development. Open to graduate students. Graduate students are required to do additional work of a research nature.

HRD 425 – Organizational Development – 3 hours. An introduction to the foundations of organizational development. This course is tailored for instructors of adult learners and human resource development specialists. The class includes the emergence and development of the field of organizational development, the values and ethics underlying organizational development as applied to business practice, and essential skills for the organizational development practitioner. Open to graduate students. Graduate students are required to do additional work of a research nature.

HRD 473 – Evaluating Learner Performance – 3 hours. Application of evaluation techniques to competency-based instruction including use of profile charts, job descriptions, and performance assessment. Open to graduate students. Graduate students are required to do additional work of a research nature.

HRD 480 – Vocational Industrial Psychology – 3 hours. An overview of the study of human behavior in industry and organizations. Application of methods and practices of industrial organizational psychology in the workplace. Open to graduate students. Graduate students are required to do additional work of a research nature.

HRD 489 – Adult Learners in Higher Education and Training – 3 hours. This course provides instructors of adult learners with the knowledge and skills needed to apply the principles of adult learning in higher education and training.

HRD 495 – Contemporary Issues in Human Resource Development – 3 hours. A study of the contemporary issues in organizations which influence the performance and development of the workforce. Open to graduate students. Graduate students are required to do additional work of a research nature.

TMGT 351 – Professional Internship – 3 hours. Coordinated work experience in industry, which will result in a comprehensive written report of the experience. Repeatable for three hours.

TMGT 369 – Developing Occupational and Training Programs – 3 hours. Students will receive an introduction to various strategies for job and task analysis which will be used to develop a duty/task list. With that analysis, the student will design a course of instruction in his or her area of expertise.

TMGT 385 – Methods and Strategies for Instructional Programs – 3 hours. Instructional procedures and practices in the classroom and laboratory environment. Emphasis placed upon the non-traditional learner in post-secondary setting.

TMGT 394 – Occupational Liability and Safety – 3 hours. The investigation of the safety environment. Safety terminology, hazards, and the need for safety training programs are included.

TMGT 429 – Workplace Law for the Technical Manager – 3 hours. Analysis of laws and regulations that have the greatest influence on management of front-line industrial employees. Research and synthesis of legislation, landmark and recent litigation, case studies, trends, and industrial projects are used to prepare technical managers to meet the letter and spirit of the law while meeting management goals. Open to graduate students. Graduate students are required to do additional work of a research nature.

TMGT 468 – Continuous Performance Improvement – 3 hours. An exploration of the leaders, principles, processes, tools, and resources of the movement to improve products, services, and relationships in industry and education. Open to graduate students. Graduate students are required to do additional work of a research nature.

ENG 305T – Technical Writing – 3 hours. Writing in conventions, formats, and styles applicable to internal, world-of-work settings. Recommended for majors in science, technology, and related areas. Satisfies 305 requirement. Prerequisites: 105 or 107 or 108 or 130, and the successful completion of 48 semester hours of course work.

ENG 305 – Advanced Expository Writing – 3 hours. Writing reports, proposals, reviews, and papers in styles appropriate to various professional and academic activities, with emphasis on discovering arguments and arranging materials. Topics vary. This course or a substitute approved by the Department of English is required of all students. Prerequisites: 105 or 107 or 108 or 130, and the successful completion of 48 semester hours of course work.

ENG 405 – Writing for Science and Industry – 3 hours. Theory and practice in researching, writing, and editing reports, manuals, articles, and other external communications common to scientific and professional occupations. Emphasizes effective style, structure, tone and visual format. Recommended for students in scientific, technical, and related areas. Satisfies English 305 requirement. May be taken instead of or in addition to English 305T. Prerequisites: 105 or 107 or 108 or 130 and the successful completion of 62 semester hours of course work.

BEIT 336 – Business Report Writing – 3 hours. Emphasizes analyzing business situations and preparing written reports including informational reports, problem-solving reports, and formal analytical reports. Prerequisites: English 105, 107, or 108, and the successful completion of 48 semester hours of course work.