

# Human Resources Management: Program Outline

## Program Goal

To prepare students for entry-level employment in human resources management and provide a foundation for further training.

Program Outcomes	Courses	Evidence of Learning
Demonstrate effective written and interpersonal communication skills	ENG121: Business and Technical Writing	Two multiple-choice lesson examinations, three writing project lesson examinations, final project
	ENG115: Introduction to Literature	Quizzes, three multiple-choice examinations, one essay examination, course journal, discussion boards, final proctored exam
	ENG200: Speech	Two multiple-choice lesson examinations, five speech project lesson examinations
Demonstrate a high level of inquiry, analytical, and problem-solving skills	ILS103: Information Literacy	Self-check quizzes, discussion boards, three multiple-choice exams
	MAT106: Mathematics for Business and Finance	Multiple-choice lesson exams, final exam
	MAT115: Intermediate Algebra	Multiple-choice lesson exams, final exam
	MAT210: Business Statistics	Multiple-choice lesson exams, final exam
Demonstrate effective quantitative skills	MAT106: Mathematics for Business and Finance	Multiple-choice lesson exams, final exam
	MAT115: Intermediate Algebra	Multiple-choice lesson exams, final exam
	MAT210: Business Statistics	Multiple-choice lesson exams, final exam
Demonstrate computer and information literacy	ILS103: Information Literacy	Self-check quizzes, discussion board posts, three multiple-choice exams
	CSC104: Computer Applications	Multiple-choice lesson exams, graded projects
Demonstrate an understanding of the liberal arts, natural sciences, and social sciences	HUM102: Art Appreciation	Lesson exams, discussion boards, final exam
	HUM104: Music Appreciation	Lesson exams, discussion boards,

Program Outcomes	Courses	Evidence of Learning
		graded project, and final exam
	ENG115: Introduction to Literature	Quizzes, three multiple-choice examinations, one essay examination, course journal, discussion board assignments, final proctored exam
	SCI120: Introduction to Biology	Lesson exams, essay exam, final proctored exam
	SCI140: Nutrition	Multiple-choice lesson exams, graded project, proctored exam
	SCI110: Earth Science	Multiple-choice lesson exams, research project, final exam
	SSC130: Essentials of Psychology	Multiple-choice lesson exams, research project, case studies, final exam
Demonstrate an understanding of the principles and processes involved in the functional areas and the need for collaboration among the different functions	BUS100: Business Orientation	Multiple-choice lesson exams
	BUS101: Introduction to Business	Multiple-choice lesson exams, final exam
	BUS110: Principles of Management	Multiple-choice lesson exams, final proctored exam, discussion board assignments
	ACC111: Financial Accounting	Multiple-choice lesson exams, project, and final exam
	HRM201: Human Resources Management	Multiple-choice lesson exams, final exam
	BUS340: Organizational Behavior	Multiple-choice lesson exams, discussion board assignments, project, final exam
Discuss the management function and application to the business organization	BUS110: Principles of Management	Multiple-choice lesson exams, final proctored exam, discussion board assignments
	BUS101: Introduction to Business	Multiple-choice lesson exams, final exam
	BUS340: Organizational Behavior	Multiple-choice lesson exams, discussion board assignments, project, final exam
	HRM201: Human Resources Management	Multiple-choice lesson exams, final exam

Program Outcomes	Courses	Evidence of Learning
Understand the steps of the accounting cycle and utilize financial document information as a management planning tool	ACC111: Financial Accounting	Multiple-choice lesson exams, project, final exam
Discuss and apply ethical and legal standards to the business environment	BUS315: Legal Environment of Business	Multiple-choice lesson exams, graded projects, final exam
Demonstrate an understanding of economics and the business economy	BUS121: Economics 1	Multiple-choice lesson exams, proctored exam, research project
Discuss the fundamentals of human resources as they relate to the business environment	HRM201: Human Resources Management	Multiple-choice lesson exams, final exam
	HRM210: Compensation Management	Multiple-choice lesson exams, research project, discussion board assignments, final exam
	HRM320: Employee Benefits	Multiple-choice lesson exams, research project, discussion board assignments, final exam
	HRM350: Labor Relations	Multiple-choice lesson exams, research project, discussion board assignments, final exam
	HRM355: Training Concepts	Multiple-choice lesson exams, research project, final exam
Describe the basic components, development, implementation, and maintenance of a total compensation package	HRM210: Compensation Management	Multiple-choice lesson exams, research project, discussion board assignments, final exam
Describe the legally required social insurance programs for employees in the United States, the difference between group and individual insurance, and the requirements for qualified pension plans	HRM320: Employee Benefits	Multiple-choice lesson exams, research project, discussion board assignments, final exam
Discuss the interaction between organized labor unions and company management pertaining to rights and responsibilities, negotiations, and collective bargaining	HRM350: Labor Relations	Multiple-choice lesson exams, research project, discussion board assignments, final exam

Explain accepted theories regarding training and the management of the training function in organizations, and identify successful and unsuccessful training practices

HRM355: Training Concepts

Multiple-choice lesson exams, research project, discussion board assignments, final exam

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## Program Structure

<b>SEMESTER 1</b>		<b>CREDITS</b>
BUS100	Business Orientation	1
ILS103	Information Literacy	1
BUS101	Introduction to Business	3
BUS110	Principles of Management	3
HUM102	Art Appreciation	3
HRM201	Human Resources Management	3
MAT106	Mathematics for Business and Finance	3
<b>Total</b>		<b>17</b>
<b>SEMESTER 2</b>		
CSC104	Computer Applications	3
ENG100	English Composition	3
Arts & Humanities Elective (Choose one)		3
HUM104	Music Appreciation	
ENG115	Introduction to Literature	
Science Elective (Choose one)		3
SCI120	Introduction to Biology	
SCI140	Nutrition	
SCI110	Earth Science	
HRM355	Training Concepts	3
<b>Total</b>		<b>15</b>
<b>SEMESTER 3</b>		
SSC130	Essentials of Psychology	3
ACC111	Financial Accounting	3
HRM210	Compensation Management	3
ENG121	Business and Technical Writing	3
HRM320	Employee Benefits	3
BUS121	Economics 1	3
<b>Total</b>		<b>18</b>

SEMESTER 4		
MAT115	Intermediate Algebra	3
ENG200	Speech	3
MAT210	Business Statistics	3
HRM350	Labor Relations	3
BUS315	Legal Environment of Business	3
BUS340	Organizational Behavior	3
	<b>Total</b>	<b>18</b>

## Course Descriptions and Objectives

### **BUS100: Business Orientation**

In this course, you'll develop the necessary skills to ensure your success in the program. You'll learn how you can improve your study skills, so you're able to use a number of tools that will help you to be successful.

You'll also learn about the similarities between personal financial goals and business goals and how to determine personal financial goals. You'll cover setting up a budget and researching, planning, starting up, and maintaining a business.

- Demonstrate effective written and interpersonal skills
- Demonstrate computer and information literacy
- Identify skills needed to be a confident and independent online learner
- Analyze the interdependent goals of life and business and the steps needed to achieve them

### **ILS103: Information Literacy**

Information literacy is a fundamental skill of writing and recording research. In this course, you'll learn what it means to formulate correct and effective research questions. You'll also learn how to go about conducting and refining that research for any given project.

- Identify how to formulate focused and specific research questions and the need for information
- Explain the different types of research tools, how they're used to conduct different searches, and how to evaluate the quality and usefulness of the information found
- Explain how to cite sources properly using various citation styles in consideration of academic integrity, plagiarism, and ethical use of resources

### **BUS101: Introduction to Business**

This course outlines the elements of business and the challenges businesses face in a global environment, such as competition and economic factors. You'll learn why accounting, technology and information systems, marketing, and management are essential to starting and growing a business. You'll also learn the basics of managing financial and human resources and the ethical and social responsibilities required of a successful manager.

- Identify different elements that distinguish capitalism, socialism, communism, and mixed economies
- Define the role of small business in the free enterprise system
- Assess elements of the global economy, such as labor, capital, trade, and natural resources, and how they influence business
- Analyze the functions of business, such as management, organization, human relations, marketing, financing, and ethics
- Identify the purpose of business policy and strategy

### **BUS110: Principles of Management**

This course familiarizes the student with both the business environment and the manager's role within it. It covers decision making, planning, organizing, leading, and controlling, as well as developing an ethical perspective.

- Summarize the functions of management and the basic steps in various planning processes
- Explain how to make effective decisions as a manager and a leader
- Describe the fundamental elements of an organization's structure and the components of an organization's competitive environment
- Explain principles for setting goals that motivate employees, why companies develop control systems, and why teamwork is beneficial
- Analyze why diversity is a critical organizational and managerial issue, and describe the criteria for technology decisions and managing change

### **HUM102: Art Appreciation**

In this course, the student will gain an understanding of artistic media, historical periods and artistic movements, the roles of the artist and the viewer, and the principles of art criticism.

- Define the language, visual elements, and principles of design of art
- Identify two-dimensional media
- Identify three-dimensional media
- Explain the evolution of art from ancient Mediterranean cultures through eighteenth-century Europe
- Identify features and popular examples of art throughout the history of African, Asian, Pacific, and American cultures
- Compare the genres of the Modern and Postmodern eras of art from around the world

### **HRM201: Human Resources Management**

An overview of Human Resources Management (HRM) as it's understood today, this course illustrates the dynamic interaction of the personnel functions with each other and with the objectives of an organization.

- Describe the elements of human resource management, including labor considerations, regulation, and management of workflow
- Explain how companies should prepare for and implement HRM to hire new employees and create training programs
- Identify the aspects of employee, career, and turnover management
- Summarize how employees are paid, including legal requirements, performance-based pay, commissions, salaries, and benefits
- Describe other HRM functions including collective bargaining, labor relations, global HRM, and building a high-performance organization
- Explain key aspects of the field of human resource management



### **MAT106: Mathematics for Business and Finance**

This course will provide the student with a foundation in basic mathematical operations. Topics covered include percentages; discounts; interest; present worth; sinking funds; installment buying; pricing; depreciation; investments; insurance; use of symbols and their applications, equations and formulas; and the importance of statistics.

- Analyze functions of whole numbers, fractions, decimals, and percents
- Show calculations involved in simple interest, compound interest, and time value of money
- Prepare various business math applications involving financial reports, installment buying, and depreciation
- Analyze various financial concepts related to taxes, insurance, financial investments, and basic business statistics

### **CSC104: Computer Applications**

Microsoft® Office allows people to create documents, spreadsheets, presentations, and databases. This course will teach you how to use three popular tools from the Microsoft® Office Suite— Word™, Excel®, and PowerPoint®. In this course, you'll learn how to use Word™ to create and edit text documents, insert figures and tables, and format pages for a variety of uses. You'll then learn how to use Excel® to organize and format data, including charts, formulas, and more complex tables. Next, you'll learn how to use PowerPoint® to create and deliver slide shows. Finally, you'll complete a graded project, which will test the skills acquired in Word™, Excel®, and PowerPoint®.

- Create various Microsoft® Word™ documents
- Produce a thorough Microsoft® Excel® spreadsheet
- Identify the basic skills needed to use Microsoft® PowerPoint®
- Synthesize what you've learned by integrating Word™, Excel®, and PowerPoint®

### **ENG100: English Composition**

This course teaches the skills and techniques of effectively developing, drafting, and revising college-level essays toward a specific purpose and audience: active reading, prewriting strategies, sentence and paragraph structure, thesis statements, varied patterns of development (such as illustration, comparison and contrast, and classification), critical reading toward revision of structure and organization, editing for standard written conventions, and use and documentation of outside sources. Students submit two prewriting assignments and three essays (process analysis, comparison and contrast, and argumentation).

- Use writing skills to construct well-written sentences and active reading skills to understand and analyze text
- Develop paragraphs using topic sentences, adequate detail, supporting evidence, and transitions
- Contrast the revising and editing steps of the writing process
- Distinguish between different patterns of development
- Write a process analysis essay using prewriting, drafting, revising, and editing skills
- Recognize how to determine the reliability of secondary sources and to give proper credit to sources referenced in an essay

- Write a comparison and contrast essay by using persuasive writing techniques to defend a claim
- Create a sound written argument using techniques of drafting and evaluating sources

### **ENG115: Introduction to Literature**

This course will allow you to develop your critical thinking skills and broaden your knowledge of the main genres of literature—fiction, poetry, and drama.

- Explain how to effectively read fiction for both knowledge and enjoyment
- Identify different styles and forms of poetry
- Use what you've learned in this course to discuss, write about, and understand literature
- Prepare a critical interpretation of fiction or poetry based on what you've learned in this course
- Discuss how literary dramas differ from fiction and poetry
- Identify different strategies of critical literary analysis

### **HUM104: Music Appreciation**

In this course, you'll practice the skill of active listening. Learning to listen differently will allow you to experience all kinds of music in a new way. Most listeners are familiar with how music makes them feel, and we often say we like a particular piece of music because it has a "good beat" or a beautiful melody. This course will allow you to go deeper. You'll identify what the composer might have been trying to convey and listen for the way elements of musical composition and performance make each piece unique.

- Identify the building blocks of music a composer can use to create a piece, such as rhythm, melody, harmony, texture, form, and timbre
- Differentiate between the music of the baroque era and the musical styles of previous time periods
- List the major characteristics of classical music, including form, melody, and instrumentation
- Describe the musical trends and innovations that occurred during the romantic era
- Relate musical styles of the early twentieth century to comparable movements in art and literature
- Explain the evolution of American popular music in the twentieth century
- Describe the influence of world music on modern western composition
- Synthesize research comparing composers' influence in their respective genres

### **SCI120: Introduction to Biology**

An introductory course that explains the origin of life and the relationships among all living things. It describes how a significant number of organisms are structured and how they work, in order to enable students to discuss intelligently the various forms of life and their processes.

- Analyze cells and their processes for obtaining energy and reproducing
- Explain how traits are passed on from one generation to the next
- Explain how different species of living things have evolved and are classified

- Write responses to fundamental biology essay prompts
- Identify the characteristics and behavior of plants and animals
- Diagram the anatomy and physiology of the human body
- Describe the ecology of living things

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### **SCI140: Nutrition**

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Nutrition is the science that investigates how the body takes in, breaks down, and uses foods. The course will provide you with basic information on how these processes take place, including information about nutrients and how they contribute to the way the body functions. This will help you to have a better understanding of your decisions about food and diet. You'll also learn about physical activities that can contribute to a healthier lifestyle. Because a central focus of nutrition studies is on health promotion, suggestions for individual nutrition choice will be discussed, as well as tactics for maintaining a healthy weight and keeping food supplies safe.

- Describe how nutrition supports a body's wellness
- Recognize the body's use of carbohydrates, fats, and proteins
- Identify the body's use of water, minerals, and micronutrients
- Discuss what nutritional needs are for a healthy weight and for an athletic lifestyle
- Define food safety and the nutritional needs of humans over a lifetime
- Prepare a research paper on a nutritional topic

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### **SCI110: Earth Science**

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Surveys a broad range of topics within the fields of geology, meteorology, oceanography, and astronomy.

- Categorize the matters, minerals, and materials that compose the Earth
- Differentiate the elements and their ways of sculpting the landscapes
- Distinguish the various theories and forces behind Earth's history
- Point out the geological features of oceans and the important concepts of geology
- Categorize the causes and effects of various phenomena affecting Earth's atmosphere
- Analyze the components of the solar system and the universe

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### **HRM355: Training Concepts**

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Employee training takes place in every business. In some organizations, employee training is a formalized process that continues throughout an employee's entire career. In other organizations, employee training is an informal event used to introduce new employees to the basic skills they'll need to complete their tasks. Your current or future employer will approach training by some combination of the two methods. This course will help you make employee training a more efficient and effective process. After completing this course, you should be a valuable asset to any employer.

- Show the various elements in the organizational training process
- Categorize the various training designs and methods

- Analyze the significance of development, implementation, and evaluation of training process
- Describe the concept of adult learning theory and discuss how it influences employee training
- List and describe the interrelationships among the five phases of the training process model

### **SSC130: Essentials of Psychology**

This course covers biology and behavior, consciousness, memory, thought and language, intelligence, personality and gender, stress, and community influences.

- Describe the science of psychology, basic structure and function of the human nervous system, and basic structure and function of the sensory system
- Explain various states of consciousness, learning theories, and thought processes and development
- Summarize the nature of human motivation and development, the human development cycle, and approaches to understanding and assessing personality
- Prepare an essay on the topic of conditioning, memory, or motivation and emotion
- Recognize psychological disorders and available treatments
- Explain social psychology as it relates to attitudes, influences, behaviors, and stress
- Use critical thinking skills to determine the likely causes of behaviors of individuals and groups discussed in case studies

### **ACC111: Financial Accounting**

This course will provide students with a basic understanding of the principles of Financial Accounting. Topics covered include analyzing transactions; completing the accounting cycle; merchandising businesses; inventories, assets, and liabilities; and corporations, stocks, bonds, and cash flow.

- Solve important accounting principles and concepts by creating four types of financial statements: balance sheet, income statement, statement of retained earnings, and statement of cash flows
- Explain inventory systems, the inventory process, and the role of ethics in accounting
- Explain cash and receivables, assets, current liabilities, and debt
- Analyze stocks and the statement of cash flows and financial statements that are used to assess the value of a business
- Solve accounting problems using knowledge of accounting forms and functions

### **HRM210: Compensation Management**

The course covers the basic components of a total compensation package (salary, bonus, and benefits); the development, implementation, and maintenance of a program; the impact of internal and external equity; and additional factors that must be considered for the overall success of a program.

- Explain the factors and methods included in compensation strategies
- Describe how to evaluate employee performance and motivate workers using compensation strategies

- Explain how unions, laws, and special groups affect compensation
- Discuss labor regulation locally and globally
- Compare job postings for different pay models

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### **ENG121: Business and Technical Writing**

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This course provides an introduction to the various methods of organizing material for a professional setting. Students will compose business documents using the ABC method such as memos, emails, outlines, reports and proposals, descriptions, and organizing materials. Students also work on honing their grammar skills.

- Recognize how to use words correctly and effectively
- Produce a well-constructed interoffice memo, workplace email, and business letter
- Produce a brief business report based on findings obtained using research techniques and methods of documentation
- Produce an informal report that lists findings of an investigation and provides recommendations for issues raised in the findings
- Describe procedures for creating proposals, descriptions, instructions, and manuals for the workplace
- Create a detailed proposal designed to solve an internal human resource issue

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### **HRM320: Employee Benefits**

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This course will introduce the many different elements that comprise employee benefits. The course will not only help the career of the benefit specialist, but it will also cover the history and many of the governmental issues concerning benefit programs today. Employee Benefits covers the total employee benefit planning process.

- Analyze the fundamentals of employee benefits
- Point out the types and purposes of group insurance
- Categorize the benefits and purposes of group medical expense
- Distinguish between the purpose of group dental insurance and other group insurance benefits
- Differentiate the various types of plans associated with retirement
- Categorize the types and benefits of profit-sharing plans and other similar plans
- Apply your knowledge of employee benefits to evaluating the benefit packages of three similar companies

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### **BUS121: Economics 1**

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This course will provide an overview of macroeconomics and the modern market economy. Law of supply and demand, cost of living, monetary systems, international factors, and short run economic fluctuations will be examined and discussed.

- Explain economic systems and the economic perspective
- Identify the key factors in macroeconomics and how economists use them to study the economy as a whole
- Explain the macroeconomic models and fiscal policies

- Explain money, banking, and financial policy
- Explain the extending analysis of aggregate supply, current issues in theory and policy, and international economics
- Analyze foreign exchange and investment and the effects each nation's economy has on another nation's economy

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### **MAT115: Intermediate Algebra**

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Algebra is the mathematical language used to interpret and represent patterns in numbers by using variables, expressions, and equations. Algebra is an essential tool used in business, science, and computer technology. Throughout this course, you'll be introduced to algebraic concepts, along with real-world application problems from a variety of fields. In addition to providing a springboard to the discovery of underlying mathematical properties, these applications illustrate the importance of mathematics in your world.

- Demonstrate effective quantitative skills
- Solve algebraic equations, linear equations, inequalities, and absolute value equations
- Solve and graph linear equations and inequalities
- Solve polynomials
- Apply algebraic operations to rational expressions and rational equations
- Solve problems involving radicals and complex numbers
- Solve quadratic equations, rational inequalities, nonlinear equations, and nonlinear inequalities
- Calculate exponential and logarithmic functions
- Solve binomial expansions, sequences, and arithmetic and geometric series
- Prepare for the final exam

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### **ENG200: Speech**

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This course provides students with a foundation in the basic concepts of public speaking. Students will learn how to research, organize, and write effective speeches; incorporate presentation aids; and rehearse and deliver speeches effectively. Students will prepare, rehearse, record, and submit speeches in a number of rhetorical styles to be graded.

- Analyze the different methods and principles required for effective public speaking
- Point out the principles, methods, and skills required to rehearse and deliver effective public speaking
- Prepare and record a narrative or speech on personal experience
- Prepare and record an informative podcast for a website
- Create and record an infomercial by using one of the mentioned methods
- Prepare and present a motivational or reasoning speech to persuade your audience
- Produce a vivid speech by employing proper speech preparation and organization

### **MAT210: Business Statistics**

In this course, you'll learn how to make sense of the numbers that drive business decisions. You'll develop the skills to organize and visualize data effectively, enabling you to uncover relationships and draw meaningful conclusions. Probability will become your ally as you learn to express common knowledge using standardized language, allowing statisticians to communicate effectively. You'll explore unions, intersections, conditional probability, and the concept of random variables.

You'll also gain experience estimating unknown population parameters and conducting hypothesis tests, preparing you to make reliable inferences. From analyzing variances to conducting ANOVA and linear regression, you'll gain a solid foundation in statistical techniques that are essential for making informed business decisions.

- Show the methods of collecting data and visualizing qualitative data in statistics
- Analyze the methods of computing probability for discrete and random variables
- Apply sampling distribution methods, estimation, and hypothesis testing in business applications
- Point out the process of computing inferences, linear regression, and least square

### **HRM350: Labor Relations**

The study of labor relations examines the interactions between organized labor unions and company management. These interactions between unions and management include rights and responsibilities, negotiations, and collective bargaining.

- Demonstrate an understanding of the liberal arts, natural sciences, and social sciences
- Demonstrate effective written and interpersonal communication skills
- Analyze the role played by labor unions and the impact of labor laws
- Explain labor relations management and bargaining strategies, structure, and constraints
- Discuss empowerment, partnership, globalization, and financialization
- Analyze various labor relations standards and considerations and what's expected of the union
- Analyze the successes and challenges facing ALPA

### **BUS315: Legal Environment of Business**

This course covers the nature and sources of law, the US court system, litigation and alternative methods of dispute resolution, constitutional and administrative law; tort law and product liability; contract law; agency law; business organizations; business ethics and social responsibility; and property rights for both personal and real property.

- Analyze the sources and structure of the US legal system, and the business laws and organizations
- Point out the purpose, requirements, and criteria needed for contracts
- Distinguish between real and personal property and the relationship between principal and agent
- Analyze the principles of sales, goods, and services and laws by UCC that governs them
- Distinguish between the role of insurance, transactions, and bankruptcy in business law

- Create a case brief by following the instructions and procedure
- Prepare a written memorandum by applying your knowledge and following the instructions

### **BUS340: Organizational Behavior**

This course covers management approaches; human decision making; conflict management; communication in groups; power and influence; organizational environment, structure, and design; and fundamental forces of change.

- Analyze the fundamentals of organizational behavior, culture, and individuality
- Differentiate between the stages of perception, attribution, stress management, motivation, and engagement
- Point out the methods of fostering creativity, innovation, and decision making
- Distinguish between the concepts of effective communication, group making, and team development
- Categorize the elements of conflict, negotiation, and leadership
- Analyze the structure of organizational working and its associated elements
- Prepare a report on emotional labor perspectives at various workplaces by utilizing your findings

**Note:** The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.