

**Central Carolina Community College**  
**Program Planning Guide – Human Resources Management**  
**Human Resources Management Concentration**  
**Credential: Diploma in Human Resources Management (D2512C)**

Human Resources Management Diploma is designed to provide training in the following areas of human resource management: general management strategies and techniques, employment law, employee training, employee recruitment, labor relations, and compensation and benefits. The Diploma option also provides training in economics, business law, marketing, and computer applications.

Graduates from this program will have a sound business educational base for lifelong learning. Students will be prepared for employment opportunities in personnel, training and other human resources development areas.

Program Length: 4 semesters (Evening Program)

Career Pathway Options: Associate in Applied Science Degree in Human Resources Management

Program Sites: Lee Campus - Evening Program, Selected Day and Distance Courses

Suggested Course Schedule:	HOURS			Grade	Semester	Notes
	Class	Lab	Credit			
<b>1st Semester (Fall)</b>						
BUS 115	Business Law I	3	0	3		
BUS 137	Principles of Management	3	0	3		
BUS 256	Recruiting, Selecting & Personnel Planning	3	0	3		
CIS 110 <sup>(1)</sup>	Introduction to Computers	2	2	3		
		10/11	2	11/12		
<b>2nd Semester (Spring)</b>						
BUS 153	Human Resource Management	3	0	3		
BUS 217	Employment Law & Regulations	3	0	3		
See below*	Economics Elective	3	0	3		
		9	0	9		
<b>3rd Semester (Summer)</b>						
BUS 252	Labor Relations	3	0	3		
ENG 111	Expository Writing	3	0	3		
ENG 111A	Expository Writing Lab	0	2	2		
		6	2	7		
<b>4th Semester (Fall)</b>						
BUS 234	Training and Development	3	0	3		
BUS 258	Compensation and Benefits	3	0	3		
MKT 120	Principle of Marketing	3	0	3		
	Humanities/Fine Arts Elective	3	0	3		
		12	0	12		
<b>*Economics Elective (Take one)</b>						
ECO 151	Survey of Economics	3	0	3		
ECO 251	Principles of Microeconomics	3	0	3		
ECO 252	Principles of Macroeconomics	3	0	3		

<sup>(1)</sup>Students may substitute CIS 111 (nontransferable)

Total Semester Hours Credit: 39/40

Revised July 2011

**Central Carolina Community College**  
**Course Descriptions – Human Resources Management**

**BUS 115 Business Law I 3-0-3**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

**BUS 137 Principles of Management 3-0-3**

This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

**BUS 153 Human Resource Management 3-0-3**

This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

**BUS 217 Employment Law and Regulations 3-0-3**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**BUS 234 Training and Development 3-0-3**

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

**BUS 240 Business Ethics 3-0-3**

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 252 Labor Relations 3-0-3**

This course covers the history of the organized labor movement and the contractual relationship between corporate management and employees represented by a union. Topics

include labor laws and unfair labor practices, the role of the NLRB, organizational campaigns, certification/decertification elections, and grievance procedures. Upon completion, students should be able to act in a proactive and collaborative manner in an environment where union representation exists.

**BUS 256 Recruit Select and Per Plan 3-0-3**

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

**BUS 257 Testing and Assessment 3-0-3**

This course presents the tools and techniques human resource managers use for selection, advancement, research, and evaluation. Emphasis is placed on using valid and reliable testing methods, attitude surveys, performance appraisal instruments, and decision-making tools. Upon completion, students should be able to use the methods covered in the course to collect and analyze information for management decision-making.

**BUS 258 Compensation and Benefits 3-0-3**

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

**CIS 110 Introduction to Computers 2-2-3**

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. This course has been approved for transfer under the CAA and ICAA as a premajor and/or elective course requirement.

**ECO 151 Survey of Economics 3-0-3**

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

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**ECO 251 Prin of Microeconomics 3-0-3**

This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

**ECO 252 Prin of Macroeconomics 3-0-3**

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This course has been approved for transfer under the CAA and ICAA as a general education course in Social/Behavioral Sciences.

**ENG 111 Expository Writing 3-0-3**

*Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, or appropriate placement test scores.*

*Corequisites: ENG 111A*

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This course has been approved for transfer under the CAA and ICAA as a general education course in English Composition.

**ENG 111A Expository Writing Laboratory 0-2-1**

*Prerequisites: Take one set: RED 090 and ENG 090, ENG 095, or appropriate placement test scores.*

*Corequisites: ENG 111*

This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111. The computer is used as a writing and design tool for this course.

**MKT 120 Principles of Marketing 3-0-3**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision-making.