



Human Resources Management Concentration Credential: Associate in Applied Science Degree in Human Resources Management A2512C00

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

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: 8 semesters (Evening Program)

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

Program Sites:

Lee Campus - Evening Program

Selected Day Courses, Selected Distance Courses

Course Requirements for Human Resources Management Degree

A. General Education Courses (16 SHC)

ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	0-2-1
ENG 114	Prof. Research & Reporting	3-0-3

*HUM 115	Critical Thinking	3-0-3
**MAT 140	Survey of Mathematics	3-0-3
PSY 150	General Psychology	3-0-3

B. Required Major Core Courses (33-34 SHC)

Required Courses (16 SHC)		
ACC 120	Principles of Financial Acct	3-2-4
BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
***CIS 110	Introduction to Computers	2-2-3
MKT 120	Principles of Marketing	3-0-3

Required Subject Areas (3 SHC)

Economics (Select One)		
ECO 151	Survey of Economics	3-0-3
ECO 251	Principles of Microeconomics	3-0-3
ECO 252	Principles of Macroeconomics	3-0-3

Concentration (15 SHC)

BUS 217	Employment Laws & Regulations	3-0-3
BUS 234	Training and Development	3-0-3

BUS 256	Recruit, Select, and Plan	3-0-3
BUS 258	Compensation and Benefits	3-0-3
BUS 259	HRM Applications	3-0-3

C. Other Major Hours Required (24-25 SHC)

BUS 151	People Skills	3-0-3
BUS 153	Human Resources Mgmt	3-0-3
BUS 252	Labor Relations	3-0-3
BUS 261	Diversity in Management	3-0-3
COE 111	Co-op Work Experience I	0-10-1
ISC 121	Environmental. Health & Safety	3-0-3
ISC 215	Job Analysis & Evaluation	3-0-3
	Electives	6-0-6

Total Hours Required 74-75 SHC

Major Electives (A minimum of 6 SHC)

ACC 121	Prin. of Managerial Acct	3-2-4
ACC 122	Prin. of Financial Acct II	3-0-3
BUS 225	Business Finance	2-2-3
BUS 228	Business Statistics	2-2-3
BUS 240	Business Ethics	3-0-3
BUS 255	Org Behavior in Business	3-0-3
BUS 257	Testing and Assessment	3-0-3
BUS 260	Business Communications	3-0-3
CIS 120	Spreadsheet I	2-2-3
ISC 131	Quality Management	3-0-3

*Students may substitute any approved Humanities Elective

**Students may substitute MAT 115 (nontransferable)

*** Students may substitute CIS 111 (nontransferable)

Semester Curriculum for Human Resources Management Degree – Evening Program (Selected Courses offered during the day.)

1st Semester (Fall)

BUS 115	Business Law I	3-0-3
BUS 137	Principles of Management	3-0-3
BUS 256	Recruit, Select., Plan.	3-0-3
***CIS 110	Introduction to Computers	<u>2-2-3</u>

11-2-12

2nd Semester (Spring)

BUS 153	Human Resource Management	3-0-3
BUS 217	Employment Law & Regs	3-0-3
ECO 151	Survey of Economics	<u>3-0-3</u>

9-0-9

3rd Semester (Summer)

BUS 252	Labor Relations	3-0-3
ENG 111	Expository Writing	3-0-3
ENG 111A	Expository Writing Lab	<u>0-2-1</u>

6-2-7

4th Semester (Fall)

BUS 234	Training & Development	3-0-3
BUS 258	Compensation & Benefits	3-0-3
MKT 120	Principles of Marketing	3-0-3
	Humanities Elective	<u>3-0-3</u>

12-0-12

STUDENTS MAY EXIT WITH A DIPLOMA

5th Semester (Spring)

BUS 151	People Skills	3-0-3
ISC 121	Envir. Health and Safety	3-0-3
ISC 215	Job Analysis & Eval.	3-0-3
MAT 140	Survey of Mathematics	<u>3-0-3</u>

12-0-12

6th Semester (Summer)		
COE 111	Co-op Work Experience I	0-10-1
Major Elective		<u>3-0-3</u>
		3-10-4
7th Semester (Fall)		
ACC 120	Prin of Financial Acct	3-2-4
ENG 114	Professional Research & Report.	3-0-3
PSY 150	General Psychology	<u>3-0-3</u>
		9-2-10
8th Semester (Spring)		
BUS 259	HRM Applications	3-0-3
BUS 261	Diversity in Management	3-0-3
Major Elective		<u>3-0-3</u>
		9-0-9

Total Semester Hours Credit: 73-75

ACC 120 Prin of Financial Accounting 3-2-4
 This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

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 to satisfy the comprehensive articulation agreement pre-major 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.

BUS 151 People Skills 3-0-3
 This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153 Human Resource Mgmt. 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 Regs 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 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 & 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. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.

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. This course is a unique concentration requirement of the Human Resources Management concentration in the Business Administration program.

BUS 259 HRM Applications 3-0-3
Prerequisites: BUS 217 and BUS 234 and BUS 256 and BUS 258
 This course provides students in the Human Resources Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical

BUS 261 Diversity in Mgmt 3-0-3
 This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building.

CIS 110 Intro to Computers 2-2-3

This course provides an introduction to computers and computing. Topics include the impact of computers on society, ethical issues, and hardware/software applications, including spreadsheets, databases, word processors, graphics, the Internet, and operating systems. 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

COE 111 Co-op Work Experience I 0-10-1

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 251 Principles 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ECO 252 Principles 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

ENG 111 Expository Writing 3-0-3

Prerequisites: 80 CPT reading score and 86 CPT writing score, or 18 ACT score, or 450 verbal SAT score, or satisfactory completion of developmental requirements.

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 to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

ENG 111A Expository Writing Lab 0-2-1

Prerequisites: 80 CPT reading and 86 CPT writing score, or 18 ACT score, or 450 verbal SAT score, or satisfactory completion of developmental requirements.

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.*

ENG 114 Prof. Research & Reporting 3-0-3

Prerequisites: ENG 111

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. The computer is used as a writing and design tool for this course. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition.*

HUM 115 Critical Thinking 3-0-3

Prerequisites: ENG 101 or ENG 111

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective requirement.*

ISC 121 Envir Health & Safety 3-0-3

This course covers workplace environmental, health, and safety issues. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental, health, and safety issues.

ISC 215 Job Analysis and Evaluation 3-0-3

This course includes techniques necessary to gather facts about specific operations and responsibilities of the job, identify methods improvement, and facilitate performance evaluation. Emphasis is placed on what the job entails including mental abilities, job skills, and physical requirements, as well as job improvement and performance evaluation methods. Upon completion, students should be able to demonstrate an understanding of job analysis and evaluation methods.

MAT 140 Survey of Mathematics 3-0-3

Prerequisites: CPT arithmetic score of 57 and algebra score of 38, or ACT score of 18, or SAT mathematics score of 450, or successful completion of developmental requirements

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

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.

PSY 150 General Psychology 3-0-3

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*