# CENTRAL CAROLINA COMMUNITY COLLEGE

## *Program Planning Guide*
## *Business Administration; Human Resource Management, Certificate (C2512C0)*

Program Length:  2 semesters
Career Pathway Options:  Associate in Applied Science Degree in Business Administration-Human Resource Management Track
Program Sites:   Lee Main Campus – Distance Courses

| Suggested Course Schedule: | | Class | Lab | Credit | Grade | Semester | Notes |
|---|---|---|---|---|---|---|---|
| **1st Semester (Fall)** | | | | | | | |
| BUS 234 | Training and Development | 3 | 0 | 3 | | | |
| BUS 256 | Recruiting, Selecting & Personnel Planning | 3 | 0 | 3 | | | |
| BUS 258 | Compensation and Benefits | 3 | 0 | 3 | | | |
| | | 9 | 0 | 9 | | | |
| | | | | | | | |
| **2nd Semester (Spring)** | | | | | | | |
| BUS 137 | Principles of Management | 3 | 0 | 3 | | | |
| BUS 217 | Employment Law & Regulations | 3 | 0 | 3 | | | |
| | Major Electives | 3 | 0 | 3 | | | |
| | | 9 | 0 | 9 | | | |
| | | | | | | | |
| ***Major Electives (Choose 3 SHC)** | | | | | | | |
| BUS 151 | People Skills | 3 | 0 | 3 | | | |
| BUS 153 | Human Resource Management | 3 | 0 | 3 | | | |
| BUS 261 | Diversity in Management | 3 | 0 | 3 | | | |

Total Semester Hours Credit: 18

## *Course Descriptions:*

**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 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 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 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 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.

**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.