

# HUMAN RESOURCES (116)

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## **116-130 - Introduction to Human Resources**

This course introduces students to the field of Human Resources and its evolution from traditional personnel management to modern, strategic HR practices. Students will examine how HR supports organizational success, employee engagement, ethical decision-making, workforce planning, and employee well-being. The course explores the use of HR technology and metrics to evaluate workforce effectiveness and promote long-term organizational success. Credit for Prior Learning Available  
3 Credit hours

54 Lecture hours

## **116-150 - Human Resource Management**

Applies the skills and tools necessary to effectively value and apply employees' abilities to organization goals. Demonstrates the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

## **116-151 - Employee Relations**

Enhances the ability to understand and develop employee-focused programs, policies and procedures such as formal and informal communications, employee recognition and conflict resolution. Valuing diversity in the workforce is emphasized. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

## **116-152 - Orientation and Training**

Evaluates training and development skills through practice and skill-building activities. Students develop training strategies using a variety of delivery formats. Needs and cost analysis, competency and performance standards, and facilitation skills are incorporated.

3 Credit hours

54 Lecture hours

## **116-154 - Recruiting and Hiring**

Focuses on recruiting, selection and hiring practices. Students examine what today's workforce expects, how to efficiently use the recruitment budget and all steps within the hiring process. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours

## **116-156 - Compensation and Benefits**

Focuses on the various components that make up a total employee compensation package. Base pay, merit pay and variable pay programs are covered. Students examine benefits including governmental regulation, group welfare plans, pension plans and flexible benefit plans. Students explore the impact of current trends. (Prerequisite: 101-141 Payroll Accounting)

3 Credit hours

54 Lecture hours

## **116-189 - Team Building and Problem Solving**

Provides opportunities to explore the benefits and challenges of group work, identify the stages of team development, and recognize roles of team players. Examines a systematic problem-solving process. Students apply skills and tools to facilitate problem solving in a team environment. Credit for Prior Learning Available

3 Credit hours

54 Lecture hours