

# HUMAN RESOURCE MANAGEMENT \*

ASSOCIATE OF SCIENCE

Quarter Credit Hours Required = 96

This program is designed to prepare human resource professionals to deal with the complexities and challenges of managing today's workforce. The program content is designed to provide comprehensive coverage of the major human resource responsibilities. The courses involve both practical and theoretical considerations in the professional development of men and women in the field of human resources in such settings as business, industry, government, and nonprofit organizations and institutions.

Upon successful completion of this program, students should be able to

- demonstrate a solid understanding of employment relationships;
- explain and implement skills for managing disputes, grievances, discipline, and dismissals;
- identify skills and knowledge necessary for working with people in various work settings; and
- coordinate a successful job search.

<b>FOUNDATION:</b>		<b>Quarter Credit Hours</b>
AOM 1010	Keyboarding .....	4
AOM 1100	Word Processing .....	4
EDU 1010	Learning Framework .....	4
EDU 1020	Career Exploration/Planning .....	4
<b>Total Minimum Required Foundation Credits .....</b>		<b>16</b>

<b>AREA OF CONCENTRATION:</b>		
AOM 1200	Spreadsheets .....	4
AOM 1300	Database Management .....	4
BUS 1000	Introduction to Business .....	4
BUS 2750	Workplace Ethics and Expectations .....	4
BUS 2760	Personnel Management .....	4
HRM 1000	Employee Recruitment, Selection, Training, and Development .....	4
HRM 1010	Compensation and Benefit Management .....	4
HRM 1030	Employer/Employee Relations .....	4
HRM 2010	Workplace Behavior .....	4
HRM 2020	Human Resource Law and Ethics .....	4
<b>Total Minimum Required Area of Concentration Credits .....</b>		<b>40</b>

#### **AREA OF CONCENTRATION ELECTIVES:**

A minimum of 16 credit hours are to be selected in consultation with the Program Director from approved human resource management-related courses completed at Virginia College or transferred from another accredited institution.

<b>Total Minimum Area of Concentration Elective Credits .....</b>	<b>16</b>
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#### **GENERAL EDUCATION:**

These courses are to be selected in consultation with the Program Director so as to effectuate a balanced educational program. Select a total (minimum) of 24 credit hours as indicated below:

Communications .....	12
Humanities and Fine Arts .....	4
Mathematics .....	4
Social and Behavioral Sciences .....	4
<b>Total Minimum Required General Education Credits .....</b>	<b>24</b>

<b>TOTAL MINIMUM QUARTER CREDIT HOURS REQUIRED .....</b>	<b>96</b>
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***\*The Human Resource Management program is also available for delivery through Virginia College Online.***