Human Resources Principles examines the main functions of human resources management, including planning, recruitment, selection, training, development, compensation, and evaluation. In so doing, the course provides students with the tools to hire, manage, and fire employees. Students will also explore the unique role of human resources in the larger organization.

This course allows students to explore careers in business while learning skills applicable to any professional setting. Through a series of hands-on activities, students will create a recruiting plan, develop a strategy to promote a positive organizational culture, and analyze the impact of globalization on the human resources. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for work. In addition, students will evaluate the qualifications required for specific careers so they can identify opportunities of interest to them.

Human Resources Principles is a full-year intermediate or capstone Career and Technical Education course applicable to programs of study in the Business, Management and Administration career cluster. This course is built to state and national standards. Students who successfully complete the course will be prepared to pursue certifications such as Associate Professional in Human Resources, Certified Administrative Manager, or Certified Associate in Project Management (CAPM)®.

Length: Two Semesters

### Unit 1: What is HR?

- Introduction to Human Resources
- HR and the Changing Business Environment
- What is HR Wrap-Up

### Unit 2: Legal Requirements

- Equal Employment Opportunity Laws and Commission
- Laws and Ethics in HR
- Legal Requirements Wrap-Up

### Unit 3: HR Planning

- Strategic Planning
- Human Resources Planning
- Job Analysis and Job Descriptions
- HR Planning Wrap-Up

### Unit 4: Recruitment and Selection

- Recruitment
- Selection


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- Recruitment and Selection Wrap-Up

### Unit 5: Compensation

- Wages and Salaries
- Benefits
- Managing Pay and Benefits
- Wrap-Up

### Unit 6: Wrap-Up

- Wrap-Up

### Unit 7: Training and Development

- Employee Training
- Employee Development
- Training and Development Wrap-Up

### Unit 8: Cultivating and Terminating Employee Relationships

- Managing Employee Relationships
- Employee Discipline and Termination
- Cultivating and Terminating Employee Relationships Wrap-Up

### Unit 9: Performance Management

- Employee Evaluations
- Conducting Employee Evaluations
- Performance Management Wrap-Up

### Unit 10: Safety, Security, and Labor Relations

- Legal Requirements
- Managing Safety and Security
- Labor Relations
- Safety, Security, and Labor Relations Wrap-Up

### Unit 11: Your Future in HR

- Exploring Your HR Career
- Getting Involved
- Your Future in HR Wrap-Up

### Unit 12: Wrap-Up

- Wrap-Up


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