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 also explore the unique role of human resources in a 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 create a recruiting plan, develop a strategy to promote a positive organizational culture, and analyze the impact of globalization on human resources. Regular engagement in active learning ensures students can continually refine the skills necessary to prepare them for the workplace. In addition, students 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)®.

This updated course was originally created for Apex Courses and is now available in Courseware.

Length: Two Semesters

Unit 1: What is HR?

Unit 2: Legal Requirements

Unit 3: HR Planning

Unit 4: Recruitment and Selection

Unit 5: Compensation

Unit 6: Wrap-Up

Unit 7: Training and Development

Unit 8: Cultivating and Terminating Employee Relationships

Unit 9: Performance Management

Unit 10: Safety, Security, and Labor Relations

Unit 11: Your Future in HR

Unit 12: Wrap-Up

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