

PREPARE FOR A SUCCESSFUL CAREER IN HUMAN RESOURCES



HUMAN RESOURCES CONCENTRATION OVERVIEW

This concentration is designed to help you become familiar with the key elements of human resource management in today's workplace.

The Society of Human Resource Management (SHRM) has acknowledged that Kaplan University's Bachelor of Science in Business Administration with a concentration in human resource management aligns with SHRM's HR Curriculum Guidebook and Templates. The HR Curriculum Guidebook and Templates were developed by SHRM to define the minimum HR content areas that should be studied by HR students at the undergraduate level.

As a student, you will develop an understanding of recruiting strategies, training imperatives, employment law, and compensation issues. Earning your Bachelor of Science in Business

Administration with a concentration area in human resources prepares you for the workplace with practical skills, including:

- Recruiting and hiring the right employees
- Using technology with training for employees
- Understanding the laws and regulations regarding employees
- Developing a compensation strategy
- Knowing how HR strategic decisions relate to supporting business goals

Real-World Connections

The human resources management concentration helps you develop HR skills through course assignments and discussions modeled on authentic workplace situations and functions. Assignments include developing an employee-selection plan, building a compensation system, and creating an employee-training plan based on organization of your choosing.

COURSE OUTCOMES

HR Employment and Staffing

- Compare diverse employee characteristics and job motivators
- Examine employee retention in a competitive marketplace
- Analyze the role of compensation and benefits in employee relations
- Assess employee recruitment, hiring, and development strategies

Employee Training and Development

- Formulate a strategic training and development process
- Explain how personal characteristics and experience influence performance and learning
- Analyze traditional vs. new training technology methods
- Design the steps involved in employee training and development
- Practice globalization as it applies to your field of study

Employment Law

- Evaluate employer liability and remedies with regard to discrimination
- Recommend employer steps for federal wage and hour compliance
- Develop a response to a Family Medical Leave Act (FMLA) request
- Prepare a compliance checklist for an Occupational Safety and Health Act (OSHA) on-site visit
- Analyze employer rights and responsibilities to employee privacy
- Determine the basis for lawful termination of an employee

Compensation

- Discuss why internal alignment is a key policy in compensation
- Examine job analysis and design a pay-for-performance plan
- Analyze the role of government in the area of compensation
- Contrast methods for developing a total compensation strategy
- Understand competitiveness and collaboration in a global economy

Strategic Human Resource Management

- Explain a strategic approach to human resources
- Examine the elements that support a human resources strategy
- Analyze factors that affect human resources
- Measure the effectiveness of an organization's human resources
- Explain how strategic HR decisions advance the strategies of an organization.

Professional Certifications

Learn more about external certifications associated in this area:

- If you earn a Bachelor of Science in Business with a concentration in human resources, and have prior job experience in human resources, you will be able to sit for the Society of Human Resource Management (SHRM) certification exams.
- If you earn a Bachelor of Science in Business with a concentration in human resources, and have no job experience in human resources, you will be able to sit for the Society of Human Resource Management (SHRM) Assurance of Learning Assessment, which is designed by SHRM to show employers the student has acquired skills necessary to become a successful HR professional.*

JOB OUTLOOK FOR CAREERS IN HUMAN RESOURCES

Employment of human resources specialists is projected to grow 5 percent from 2014 to 2024. Employment of human resources managers is projected to grow 9 percent from 2014 to 2024.†

JOB TITLES ASSOCIATED WITH HUMAN RESOURCES‡

- Human Resource Specialist
- Compensation, Benefits, and Job Analysis Specialist
- Training and Development Specialist

To learn more about the Bachelor of Science in Business Administration, please [click here](#) or call **866.827.5268** (Toll Free).

For comprehensive consumer and gainful employment information, visit kaplan.edu/info.

* Source: SHRM Assurance of Learning Introduction, <http://www.shrm.org/external/assuranceoflearning/generalInfo.html>

† Source: U.S. Department of Labor, Bureau of Labor Statistics, Occupational Outlook Handbook, 2016-2017 Edition, <http://www.bls.gov/ooh/business-and-financial/human-resources-specialists-and-labor-relations-specialists.htm> and <http://www.bls.gov/ooh/management/human-resources-managers.htm>. National long-term projections may not reflect local and/or short-term economic or job conditions, and do not guarantee actual job growth.

‡ Kaplan University's programs are designed to prepare graduates to pursue the stated positions, which have varying responsibilities. However, the University cannot guarantee employment or career advancement. Additional training or certification may be required. In addition, job titles and responsibilities may vary from organization to organization.