

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?**

### **LESSON 1: INTRODUCTION TO HUMAN RESOURCES**

#### **Study: An Overview of Human Resources**

Explain the concepts of human resources and human resources management.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: An Overview of Human Resources**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: The Role of the HR Manager**

Describe the role and responsibilities of an HR manager.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: The Role of the HR Manager**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Thinking Like an HR Manager**

Analyze HR manager responsibilities in various business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

### **LESSON 2: HR AND THE CHANGING BUSINESS ENVIRONMENT**

#### **Study: Managing Diversity in the Workplace**

Analyze HR manager responsibilities in various business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Managing Diversity in the Workplace**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: How Technology Impacts HR**

Explain how technology has impacted business and human resource management.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: How Technology Impacts HR**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Examining Culture and Demographics in HR Management**

Analyze trends and changes in culture and demographics and how they affect HR management.

Duration: 0 hrs 40 mins Scoring: 40 points

**Study: HR in the Global Marketplace**

Describe issues and considerations for HR management in the international environment.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: HR in the Global Marketplace**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**LESSON 3: WHAT IS HR WRAP-UP****Project: Analyzing HR Issues and Trends**

Analyze various HR issues and trends in the global business environment.

Duration: 2 hrs 30 mins Scoring: 100 points

**Review: What is HR?**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): What is HR?**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

**UNIT 2: LEGAL REQUIREMENTS****LESSON 1: EQUAL EMPLOYMENT OPPORTUNITY LAWS AND COMMISSION****Study: Equal Employment Opportunity Laws**

Describe Equal Employment Opportunity laws.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Equal Employment Opportunity Laws**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: EEOC and Complying with Equal Employment Opportunity Laws**

Explain the EEOC and how organizations must comply with Equal Opportunity laws.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: EEOC and Complying with Equal Employment Opportunity Laws**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Analyzing Equal Employment Opportunity Laws**

Analyze Equal Employment Opportunity laws in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

## LESSON 2: LAWS AND ETHICS IN HR

### Study: Legal Standards for HR

Describe the various laws that affect human resources.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Legal Standards for HR

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Practice: Analyzing HR Legal Standards

Analyze the impact of laws on various HR related scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

### Study: Ethics

Describe anti-harassment laws.

Duration: 0 hrs 40 mins Scoring: 0 points

### Quiz: Ethics

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### Checkup: Behaving Ethically

Analyze various business-related scenarios for ethical behavior.

Duration: 0 hrs 40 mins Scoring: 0 points

## LESSON 3: LEGAL REQUIREMENTS WRAP-UP

### Project: Ensuring Equal Employment Opportunity

Create a plan for ensuring equal employment opportunity in an organization. This can be a team project.

Duration: 2 hrs 30 mins Scoring: 100 points

### Review: Legal Requirements

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### Test (CS): Legal Requirements

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## UNIT 3: HR PLANNING

### LESSON 1: STRATEGIC PLANNING

#### Study: How Organizations Succeed

Describe the features, elements, and issues that make up a business organization.

Duration: 0 hrs 40 mins Scoring: 0 points

#### Quiz: How Organizations Succeed

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### Study: Strategic Planning

Explain strategic planning and how it affects human resources.

Duration: 0 hrs 40 mins Scoring: 0 points

#### Quiz: Strategic Planning

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Study: Strategic Relationships**

Identify various relationships crucial to strategic planning in an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Strategic Relationships**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkup: Identifying Strategic Relationships**

Identify various relationships crucial to strategic planning in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Developing and Communicating Values and Mission**

Explain how organizations develop their values and mission.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Developing and Communicating Values and Mission**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Creating a Strategic Action Plan**

Create a strategic action plan to communicate organizational values, mission, goals, and objectives to a company.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 2: HUMAN RESOURCES PLANNING**

### **Study: Planning for Workforce Requirements**

Describe the factors that must be considered when engaging in workforce planning.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Planning for Workforce Requirements**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Exploring Costs of Strategic Planning**

Analyze costs of strategic plans in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: JOB ANALYSIS AND JOB DESCRIPTIONS**

### **Study: The Role of Job Analysis**

Explain the importance of job analysis in an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: The Role of Job Analysis**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkup: Analyzing Job Analysis**

Analyze methods of collecting information to conduct a job analysis.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: How to Create a Job Description**

Describe the process of creating an effective job description.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: How to Create a Job Description**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**LESSON 4: HR PLANNING WRAP-UP****Project: Creating Job Descriptions**

Create a job description based on various business-related scenarios.

Duration: 2 hrs 30 mins Scoring: 100 points

**Review: HR Planning**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

**Test (CS): HR Planning**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

**UNIT 4: RECRUITMENT AND SELECTION****LESSON 1: RECRUITMENT****Study: Recruitment Process**

Explain the recruitment process.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Recruitment Process**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Recruitment Sources**

Describe various recruitment sources that organizations use to find talent.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Recruitment Sources**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Evaluating Recruitment Sources**

Evaluate the efficacy of recruitment sources in a variety of scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

**LESSON 2: SELECTION****Study: The Selection Process**

Outline the selection process.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: The Selection Process**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Background Checks and Pre-Employment Tests**

Describe various pre-employment tests and the background check process.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Background Checks and Pre-Employment Tests**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkup: Engaging in the Selection Process**

Practicing engaging in the selection process, including reviewing a job candidate's background.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Interviews**

Explain the appropriate process for conducting a job interview.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Interviews**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Study: Selecting a Candidate and Making an Offer**

Describe the process for making a job offer to a candidate.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Selecting a Candidate and Making an Offer**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Practicing Interview and Negotiation Techniques**

Conduct a job interview using appropriate techniques. Practice negotiating employment terms.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: RECRUITMENT AND SELECTION WRAP-UP**

### **Project: Creating a Recruitment Plan**

Create a recruitment plan.

Duration: 2 hrs 30 mins Scoring: 100 points

### **Review: Recruitment and Selection**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Recruitment and Selection**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## **UNIT 5: COMPENSATION**

### **LESSON 1: WAGES AND SALARIES**

#### **Study: Deciding What to Pay**

Describe employee compensation methods and how they help organizations reach their goals.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Deciding What to Pay**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Wage and Salary Laws**

Describe federal laws governing employee wages and salaries.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Wage and Salary Laws**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkpoint: Identifying Pay-Related Laws**

Analyze employee wage and salary laws in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

## **LESSON 2: BENEFITS**

### **Study: Federally Mandated Benefits**

Identify federally mandated employee benefits.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Federally Mandated Benefits**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkpoint: Identifying Benefit Laws**

Analyze employee benefit laws in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Discretionary Benefits**

Describe the variety of discretionary benefits, including the concept of total rewards.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Discretionary Benefits**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Total Rewards Strategy**

Analyze the total rewards strategy in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: MANAGING PAY AND BENEFITS**

### **Study: Pay-Related Considerations and Issues**

Identify pay-related issues in business.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Pay-Related Considerations and Issues**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Analyzing Wage and Salary Issues**

Analyze employee wage and salary issues in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

### **Study: Administering Pay and Benefits**

Explain how organizations implement and manage their compensation and benefits programs.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Administering Pay and Benefits**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Training Employees on Compensation and Benefits**

Create a plan for training employees on understanding their compensation and benefits.

Duration: 0 hrs 40 mins Scoring: 40 points

## LESSON 4: WRAP-UP

### **Project: Creating a Compensation and Benefits Plan**

Create a compensation and benefits plan based on a given scenario.

Duration: 2 hrs 30 mins Scoring: 100 points

### **Review: Compensation**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Compensation**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## UNIT 6: HUMAN RESOURCES PRINCIPLES WRAP-UP

### LESSON 1: HUMAN RESOURCES PRINCIPLES WRAP-UP

#### **Review: Human Resources Principles**

Prepare for the semester exam by reviewing key concepts covered in this semester.

Duration: 0 hrs 45 mins Scoring: 0 points

#### **Exam: Human Resources Principles**

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in this semester.

Duration: 1 hr Scoring: 120 points

## UNIT 7: TRAINING AND DEVELOPMENT

### LESSON 1: EMPLOYEE TRAINING

#### **Study: Training Programs**

Explain the importance and need for employee training.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Training Programs**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Onboarding Training**

Explain the need for, and steps involved in, onboard training.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Onboarding Training**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Practice: Implementing an Onboarding Training Program**

Implement an onboarding training program.

Duration: 0 hrs 40 mins Scoring: 40 points

#### **Study: Ongoing Training**

Explain the need for, and steps involved in, ongoing training.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Ongoing Training**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: How to Evaluate Training Effectiveness**



Explain how to analyze a training program for effectiveness.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: How to Evaluate Training Effectiveness**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkpoint: Analyzing Training Effectiveness**

Analyze a training program's effectiveness in a given scenario.

Duration: 0 hrs 40 mins Scoring: 0 points

## **LESSON 2: EMPLOYEE DEVELOPMENT**

### **Study: Importance of Employee Development**

Explain the need for employee talent and career development.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Importance of Employee Development**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Checkpoint: Analyzing Employee Development**

Analyze employee talent and career development in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Study: Management Development**

Explain the need for management development in an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Management Development**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Study: Leadership Development**

Explain the need for employee leadership development.

Duration: 0 hrs 40 mins Scoring: 0 points

### **Quiz: Leadership Development**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Creating Leadership Development Activities**

Create a plan for employee leadership development activities.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: TRAINING AND DEVELOPMENT WRAP-UP**

### **Project: Creating a Training Program**

Create a training program for employees.

Duration: 2 hrs 30 mins Scoring: 100 points

### **Review: Training and Development**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Training and Development**

Take a computer-scored test to assess what you have learned in this unit.

## UNIT 8: CULTIVATING AND TERMINATING EMPLOYEE RELATIONSHIPS

### LESSON 1: MANAGING EMPLOYEE RELATIONSHIPS

#### **Study: Organizational Culture**

Explain the importance of creating a positive organizational culture.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Organizational Culture**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Examining Organizational Culture**

Examine ways to ascertain an organization's climate and culture in a variety of scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Study: Retaining and Motivating Employees**

Describe ways organizations can motivate and retain employees.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Retaining and Motivating Employees**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Employee Turnover**

Explain the effects employee turnover has on an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Employee Turnover**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Practice: Analyzing Employee Retention**

Analyze employee retention and turnover in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 40 points

### LESSON 2: EMPLOYEE DISCIPLINE AND TERMINATION

#### **Study: Employee Discipline**

Describe circumstances which could merit employee discipline.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Employee Discipline**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Exploring Employee Discipline**

Analyze various scenarios in which employee discipline could be necessary.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Study: Employee Termination**

Explain the process HR management must take when employees leave an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Employee Termination**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Managing Employee Terminations**

Develop an organizational process for managing employee terminations.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: CULTIVATING AND TERMINATING EMPLOYEE RELATIONSHIPS WRAP-UP**

### **Project: Creating a Positive Organizational Culture**

Create a plan to develop a positive organizational culture.

Duration: 2 hrs 30 mins Scoring: 100 points

### **Review: Cultivating and Terminating Employee Relationships**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Cultivating and Terminating Employee Relationships**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## **UNIT 9: PERFORMANCE MANAGEMENT**

### **LESSON 1: EMPLOYEE EVALUATIONS**

#### **Study: Evaluating Performance**

Explain the purpose of conducting employee evaluations.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Evaluating Performance**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Methods of Appraisal**

Describe various appraisal methods for evaluating employees.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Methods of Appraisal**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Identify Appraisal Methods**

Identify various appraisal methods for evaluating employees in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

### **LESSON 2: CONDUCTING EMPLOYEE EVALUATIONS**

#### **Study: Performance Feedback Systems**

Explain how to conduct an employee evaluation.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Performance Feedback Systems**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: Post-Appraisal Procedures**

Describe the steps an organization should take once an employee evaluation is completed.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Post-Appraisal Procedures**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### **Practice: Following-Up an Evaluation**

Create a plan for a post-evaluation employee.

Duration: 0 hrs 40 mins Scoring: 40 points

## **LESSON 3: PERFORMANCE MANAGEMENT WRAP-UP**

### **Project: Creating an Evaluation Program**

Create an evaluation program for an organization.

Duration: 2 hrs 30 mins Scoring: 100 points

### **Review: Performance Management**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Performance Management**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## **UNIT 10: SAFETY, SECURITY, AND LABOR RELATIONS**

### **LESSON 1: LEGAL REQUIREMENTS**

#### **Study: Laws Promoting Workplace Safety and Security**

Describe federal laws that promote workplace safety and security.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Laws Promoting Workplace Safety and Security**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Practice: Identifying Safety and Security Laws**

Identify federal safety and security laws.

Duration: 0 hrs 40 mins Scoring: 40 points

#### **Study: Federal Labor Laws**

Describe major federal labor laws.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Federal Labor Laws**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Identifying Labor Laws**

Identify major federal labor laws.

Duration: 0 hrs 40 mins Scoring: 0 points

### **LESSON 2: MANAGING SAFETY AND SECURITY**

#### **Study: Managing Safety and Health Risks**

Describe various safety and health issues that can affect an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Managing Safety and Health Risks**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Managing Security Risks**

Describe various security issues that can affect an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Managing Security Risks**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Identifying Safety and Security Issues**

Identify safety and security issues in an organization.

Duration: 0 hrs 40 mins Scoring: 40 points

**Study: Managing Risks to Privacy**

Describe various privacy issues that can affect an organization. (of employees and proprietary data)

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Managing Risks to Privacy**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Analyzing Privacy Issues**

Analyze various privacy issues in an organization.

Duration: 0 hrs 40 mins Scoring: 0 points

**LESSON 3: LABOR RELATIONS****Study: History and Nature of Labor Unions**

Describe the history, purpose, and nature of labor unions.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: History and Nature of Labor Unions**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Study: Labor Unions Today**

Describe current issues and challenges facing labor unions.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Labor Unions Today**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Checkup: Analyzing Labor Unions**

Analyze cases of labor relations in a variety of business-related scenarios.

Duration: 0 hrs 40 mins Scoring: 0 points

**Study: Collective Bargaining and Alternative Dispute Resolution**

Describe the tools used by labor unions, including collective bargaining and alternative dispute resolution.

Duration: 0 hrs 40 mins Scoring: 0 points

**Quiz: Collective Bargaining and Alternative Dispute Resolution**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

**Practice: Examining Collective Bargaining and ADR**

Analyze cases of collective bargaining and ADR in a variety of business-related scenarios.

## LESSON 4: SAFETY, SECURITY, AND LABOR RELATIONS WRAP-UP

### **Project: Creating a Workplace Safety Program**

Create a workplace safety program.

Duration: 2 hrs 30 mins Scoring: 100 points

### **Review: Safety, Security, and Labor Relations**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

### **Test (CS): Safety, Security, and Labor Relations**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## UNIT 11: YOUR FUTURE IN HR

### LESSON 1: EXPLORING YOUR HR CAREER

#### **Study: HR-Related Careers**

Identify careers in the HR management field.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: HR-Related Careers**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Study: HR Career Requirements**

Identify the requirements for a career in human resources.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: HR Career Requirements**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Practice: Researching Career Requirements**

Research various career opportunities and requirements.

Duration: 0 hrs 40 mins Scoring: 40 points

### LESSON 2: GETTING INVOLVED

#### **Study: Importance of Student Organizations**

Explain the importance of getting involved in student organizations.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: Importance of Student Organizations**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

#### **Checkup: Exploring Student Organizations**

Explore various types of student organizations that can help with career development.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Study: What is FBLA-PBL?**

Describe Future Business Leaders of America and what it can offer to students.

Duration: 0 hrs 40 mins Scoring: 0 points

#### **Quiz: What Is FBLA?**

Take a quiz to assess your understanding of the material.

Duration: 0 hrs 20 mins Scoring: 30 points

### LESSON 3: YOUR FUTURE IN HR WRAP-UP

#### **Project: Participating in Career Development**

Create a plan for participating in career development activities.

Duration: 2 hrs 30 mins Scoring: 100 points

#### **Review: Your Future in HR**

Prepare for the unit test by reviewing key concepts and skills.

Duration: 0 hrs 30 mins Scoring: 0 points

#### **Test (CS): Your Future in HR**

Take a computer-scored test to assess what you have learned in this unit.

Duration: 0 hrs 40 mins Scoring: 60 points

## UNIT 12: HUMAN RESOURCE PRINCIPLES WRAP-UP

### LESSON 1: HUMAN RESOURCE PRINCIPLES WRAP-UP

#### **Review: Human Resource Principles**

Prepare for the semester exam by reviewing key concepts covered in this semester.

Duration: 0 hrs 45 mins Scoring: 0 points

#### **Exam: Human Resource Principles**

Take a computer-scored exam to demonstrate your mastery of concepts and skills covered in this semester.

Duration: 1 hr Scoring: 120 points