



PROGRAM OUTCOMES

BUSINESS MANAGEMENT (HUMAN RESOURCES MANAGEMENT)

1. Computers. Ability to work with a computer and operating systems, such as Windows and Microsoft Office (Word, Excel, PowerPoint, Access).
2. Communication. Apply an effective written and verbal communication strategy to meet the organization's objectives.
3. Self-Management/Professional. Effectively utilize personal management skills such as organization, leadership, professionalism, time management and ethics.
4. Math/Financial. Apply general math skills to perform basic organizational ratios (return on investments, sales per employee, profit per employee, debt/equity) and understand measures and importance of positive returns.
5. Working with others. Develop effective working relationships within a team or organization among diverse people.
6. Basic Business. Apply basic knowledge of business and economic principles and structures to achieve competitive advantage in a global marketplace in a socially responsible manner.
7. Employment Law. Apply basic employment law to accomplish business objectives and remain in compliance with all applicable laws.
8. Labor Relations. Consider the differences in employee relations in a non-union vs. union environment when advancing human resource concepts/procedures such as hiring, performance management, discipline, termination, training and safety.
9. General HR Knowledge. Apply general human resource knowledge in areas such as strategic planning, leadership, record keeping, and health and safety to drive organizational performance.
10. Human Resource Development. Identify core competent skills needed to develop a strong, competitive organization through people.
11. Benefit/Compensation. Administer the benefit and compensation system conforming to current laws, regulations, and marketplace.
12. Recruiting/staffing. Maintain staffing by effectively sourcing, recruiting and selecting qualified candidates for open positions in order to meet required standards.