

## **Human Resources Management (B.B.A.)**

Human Resources Management is a discipline of great importance in the strategic planning of organizations. The fundamental purpose of the Bachelor of Business Administration program in Human Resources Management is to provide students the knowledge, skills and abilities on the principles, practices and the processes of the strategic management of human resources. The Program emphasizes the importance of the integration of the objectives of human resources management with the organization's objectives and foments the attitudes that professionals in this field must possess.

### **Profile of the Competencies of Graduates**

This Program is designed to develop the competencies that will permit students to:

#### **Knowledge**

1. Enumerate the strategies necessary to plan, direct, supervise and coordinate the activities related to the organization's employees.
2. Identify the functions of the Human Resources area related to recruitment, selection, training and development of the human resource; to compensations, labor legislation, syndication and collective bargaining; and to security and hygiene in the organizational work environment.
3. Differentiate the processes in strategic decision-making corresponding to human resources management.
4. Know the characteristics the workforce and how these influence in the practices of the strategic management of human resources.
5. Compare the legal framework applicable to human resources management.
6. Describe ethical behavior in human resources professionals.
7. Recognize the competitive advantage that the organizations must develop through their human resources to obtain a positioning in the globalized markets.

#### **Skills**

1. Apply the practices and the policies of the of human resources management that support the strategic administration of organizations.
2. Handle labor diversity for the benefit of the organization.
3. Apply technology and information systems in human resources for their development and performance.
4. Communicate with property and correction, in oral as well as in written form, with the professional language of their field.

#### **Attitudes**

1. Promote an ethical conduct in harmony with the standards of the profession.
2. Appreciate the importance of sensitivity considering the needs of the workforce.
3. Promote the desire of development of the employees through continuous learning to respond to the challenges of the human resources profession.

4. Demonstrate the disposition to become a leader and change agent, within as well as outside the organization.
5. Value the importance of continuous learning to keep updated and apply new technologies and practices that affect the profession.

Human Resources Management is a prominent functional area of business administration. The chief aim of this Program is to provide students with knowledge, skills and competence in the principles, functions and processes of human resources management. The Program emphasizes the importance of the integration of human resources management goals with those of the organization. Students must pass all courses required in the major with a minimum grade of "C".

Program is authorized to be offered online.

#### TOTAL COST OF PROGRAM

|          |                |
|----------|----------------|
| Tuition  | \$23,180       |
| Fees     | \$3,200        |
| Books    | \$3,472        |
| Supplies | <u>\$2,304</u> |
| Total    | \$32,156       |

#### REQUIREMENTS FOR THE BACHELOR IN BUSINESS ADMINISTRATION DEGREE IN HUMAN RESOURCES MANAGEMENT

|                                      |                  |
|--------------------------------------|------------------|
| General Education Requirements       | 48 credits       |
| Core Course Requirements             | 41 credits       |
| Major Requirements                   | 27 credits       |
| Prescribed Distributive Requirements | 3 credits        |
| Elective Courses                     | <u>3 credits</u> |
| Total                                | 122              |

#### **General Education Requirements - 48 credits**

Forty-eight (48) credits are required as explained in the section "General Education Requirements for Bachelors' Degrees." Students will take the course GEMA 1200 in the Basic Skills in Mathematics category.

#### **Core Course Requirements - 41 credits**

|           |                                       |   |
|-----------|---------------------------------------|---|
| ACCT 1161 | Introduction to Financial Accounting  | 4 |
| ACCT 1162 | Introduction to Managerial Accounting | 4 |
| BADM 1900 | Fundamentals of Management            | 3 |
| BADM 3900 | Information Systems in Business       | 3 |
| BADM 4300 | Managerial Economics                  | 3 |
| FINA 2101 | Corporate Finance I                   | 3 |
| MAEC 2140 | Fundamentals of Quantitative Methods  | 3 |
| MAEC 2211 | Principles of Economics (MICRO)       | 3 |

|           |                                   |   |
|-----------|-----------------------------------|---|
| MAEC 2212 | Principles of Economics (MACRO)   | 3 |
| MAEC 2221 | Basic Statistics                  | 3 |
| MAEC 2222 | Managerial Statistics             | 3 |
| MKTG 1210 | Introduction to Marketing         | 3 |
| OMSY 3030 | Business Communication in Spanish |   |
|           | or                                |   |
| OMSY 3040 | Business Communication in English | 3 |

### **Major Requirements - 27 credits**

|           |   |   |
|-----------|---|---|
| BADM 2650 | Human Behavior in the Organization                | 3 |
| BADM 3330 | Human Resources Management                        | 3 |
| BADM 3490 | Supervision                                       | 3 |
| BADM 3020 | Safety and Hygiene in the Work Environment        | 3 |
| BADM 3950 | Human Resources Training and Development          | 3 |
| BADM 4340 | Protective Labor Legislation                      | 3 |
| BADM 4350 | Syndication and Collective Bargaining             | 3 |
| BADM 4430 | Wages and Salary Management                       | 3 |
| BADM 4973 | Integration Seminar in Human Resources Management | 3 |

### **Prescribed Distributive Requirements - 3 credits**

Students will select one of the following courses:

|           |                                 |   |
|-----------|---------------------------------|---|
| BADM 3313 | Mercantile Law                  | 3 |
| BADM 3320 | Public Policies toward Business | 3 |
| BADM 4800 | Operations Management           | 3 |
| BADM 4915 | Human Resources Practicum       | 3 |

### **Elective Requirements - 3 credits**

An elective course is (i) any course a student takes in any General Education, Major or Prescribed Distributive Course within the student's degree program, in addition to the courses that the student has taken to satisfy the minimum degree program requirements in each category and/or (ii) any course in another degree program. Provided that the student must meet course prerequisites and cannot count the same course twice.