Program Guidebook

Bachelor of Science Business Administration, Human Resource Management

The Bachelor of Science in Business Administration with a Major in Human Resource Management is a competency-based program that prepares graduates for a variety of careers in the fields of human capital management and people and talent. Graduates with a major in Human Resource Management will combine a set of general business competencies with a set of in-depth competencies from the field of HRM. These competencies align with a variety of positions as human resource managers, personnel directors, people and talent managers, and benefits and compensation specialists. The program content has also been certified by the Society for Human Resource Management as aligning with their body of knowledge and helps prepare students for the pursuit of a SHRM professional certification. The program is also aligned with Human Resource Certification Institute (HRCI) curriculum standards and helps prepare students for the pursuit of the Professional in Human Resources (PHR) exam.

Understanding the Competency-Based Approach

Practically speaking, how do competency-based programs like those offered at Western Governors University (WGU) work? Unlike traditional universities, WGU does not award degrees based on

The WGU orientation course focuses on acquainting you with WGU's competency-based model, distance education, technology, and other resources and tools available for students. You will also utilize WGU program and course communities, participate in activities, and get to know other students at WGU. The orientation course must be completed before you can start your first term at WGU.

Transferability of Prior College Coursework

Because WGU is a competency-based institution, it does not award degrees based on credits but rather on demonstration of competency. However, if you have completed college coursework at another accredited institution, or if you have completed industry certifications, you may have your transcripts and certifications evaluated to determine if you are eligible to receive some transfer credit. The guidelines for determining what credits will be granted varies based on the degree program. Students entering graduate programs must have their undergraduate degree verified before being admitted to WGU. To review more information in regards to transfer guidelines based on the different degree programs, you may visit the Student Handbook found at the link below and search for "Transfer Credit Evaluation."

[Click here for the Student Handbook](#)

WGU does not waive any requirements based on a student's professional experience and does not perform a "résumé review" or "portfolio review" that will automatically waive any degree requirements. Degree requirements and transferability rules are subject to change in order to keep the degree content relevant and current.

Remember, WGU's competency-based approach lets you take advantage of your knowledge and skills, regardless of how you obtained them. Even when you do not directly receive credit, the knowledge you possess may help you accelerate the time it takes to complete your degree program.

Continuous Enrollment, On Time Progress, and Satisfactory Academic Progress

WGU is a "continuous enrollment" institution, which means you will be automatically enrolled in each of your new terms while you are at WGU. Each term is six months long. Longer terms and continuous enrollment allow you to focus on your studies without the hassle of unnatural breaks between terms that you would experience at a more traditional university. At the end of every six-month term, you and your program mentor will review the progress you have made and revise your Degree Plan for your next six-month term.

WGU requires that students make measurable progress toward the completion of their degree programs every term. We call this "On-Time Progress," denoting that you are on track and making progress toward on-time graduation. As full-time students, graduate students must enroll in at least 8 competency units each term, and undergraduate students must enroll in at least 12 competency units each term. Completing at least these minimum enrollments is essential to On-Time Progress and serves as a baseline from which you may accelerate your program. We measure your progress based on the courses you are able to pass, not on your accumulation of credit hours or course grades. Every time you pass a course, you are demonstrating that you have mastered skills and knowledge in your degree program. For comparison to traditional grading systems, passing a course means you have demonstrated competency equivalent to a "B" grade or better.

WGU assigns competency units to each course in order to track your progress through the program. A competency unit is equivalent to one semester credit of learning. Some courses may be assigned 3 competency units while others may be as large as 12 competency units.

Satisfactory Academic Progress (SAP) is particularly important to students on financial aid because you must achieve SAP in order to maintain eligibility for financial aid. We will measure your SAP quantitatively by reviewing the number of competency units you have completed each term. In order to remain in good

academic standing, you must complete at least 66.67% of the units you attempt over the length of your program—including any courses you add to your term to accelerate your progress. Additionally, during your first term at WGU you must pass at least 3 competency units in order to remain eligible for financial aid. We know that SAP is complex, so please contact a financial aid counselor should you have additional questions. *Please note: The Endorsement Preparation Program in Educational Leadership is not eligible for federal financial aid.

Courses

Your Degree Plan includes courses needed to complete your program. To obtain your degree, you will be required to demonstrate your skills and knowledge by completing the assessment(s) for each course. In general there are two types of assessments: performance assessments and objective assessments. Performance assessments contain, in most cases, multiple scored tasks such as projects, essays, and research papers. Objective assessments include multiple-choice items, multiple-selection items, matching, short answer, drag-and-drop, and point-and-click item types, as well as case study and video-based items. Certifications verified through third parties may also be included in your program. More detailed information about each assessment is provided in each course of study.
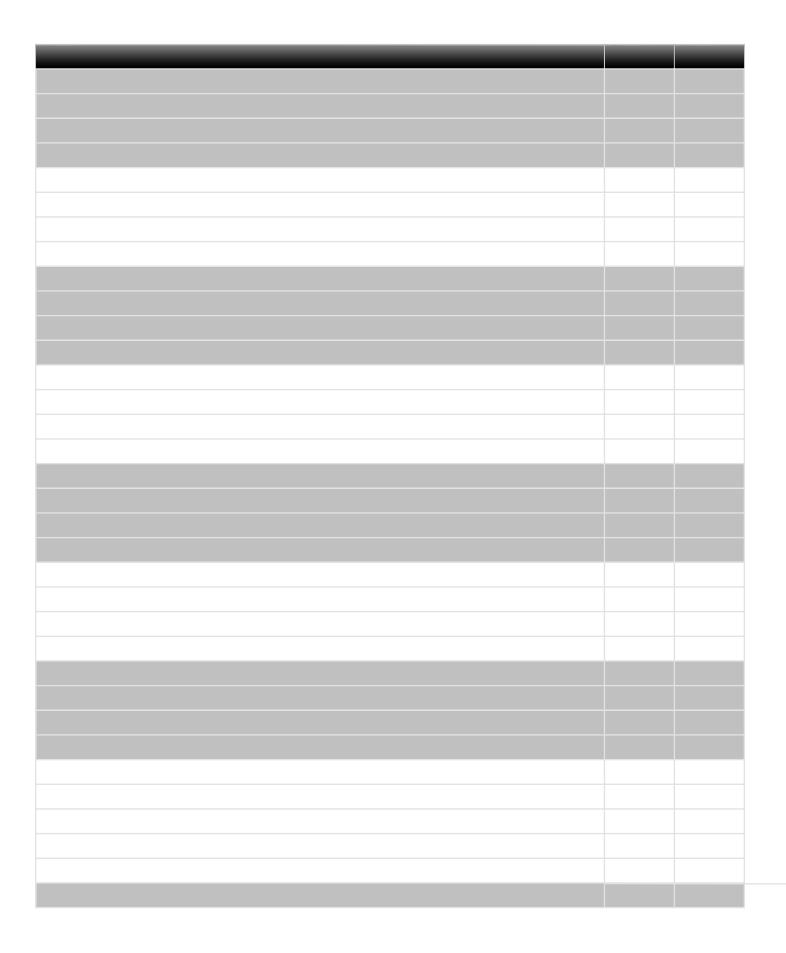
Learning Resources

WGU works with many different educational partners, including enterprises, publishers, training companies, and higher educational institutions, to provide high-quality and effective learning resources that match the competencies you are developing. These vary in type, and may be combined to create the best learning experience for your course. A learning resource can be an e-textbook, online module, study guide, simulation, virtual lab, tutorial, or a combination of these. The cost of most learning resources are included in your tuition and Learning Resource Fee. They can be accessed or enrolled for through your courses. Some degree-specific resources are not covered by your tuition, and you will need to cover those costs separately. WGU also provides a robust library to help you obtain additional learning resources, as needed.

Mobile Compatibility:

The following article provides additional details about the current state of mobile compatibility for learning resources at WGU.

[Student Handbook article: Can I use my mobile device for learning resources?](#)

Course Description	CUs	Term
Quantitative Analysis For Business	3	9
Project Management	3	9
Business Simulation	4	9
Change Management	3	10
Global Human Resource Management	3	10
Agile HR	3	10
HRM Capstone	3	10

Changes to Curriculum

WGU publishes an Institutional Catalog, which describes the academic requirements of each degree program. Although students are required to complete the program version current at the time of their enrollment, WGU may modify requirements and course offerings within that version of the program to

and define their personal values through an assessment and reflection process. Students then evaluate business cases to practice mapping the influence of values on their own leadership. In this course, students also participate in scenario planning, where they can practice implementing their values in their daily routine (i.e., behaviors) and then in a leadership setting. The course illustrates how values-driven leadership is used in goal setting as well as problem-solving at an organizational level. There are no prerequisites for this course.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner identifies their personal values, including honesty, integrity, respect, emotional intelligence, and ethical responsibility, to develop self-awareness through self-assessment.

The learner describes how interpersonal skills are applied to effectively collaborate, communicate, and lead within a team and across an organization.

representation of decision-making models using electronic spreadsheets and graphs. This course has no prerequisites.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The graduate describes common business analytical purposes for quantitative analysis methods.

The graduate analyzes data through numerical and graphical methods and techniques.

The graduate uses expected value methods as a decision-making tool.

The graduate analyzes projects using the critical path to schedule and control project costs.

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Fundamentals for Success in Business

This introductory course provides students with an overview of the field of business and a basic understanding of how management, organizational structure, communication, and leadership styles affect the business environment. It also introduces them to some of the power skills that help make successful business professionals, including time management, problem solving, emotional intelligence and innovation; while also teaching them the importance of ethics. This course gives

Emotional and Cultural Intelligence

Emotional and Cultural Intelligence focuses on key personal awareness skills that businesses request when hiring personnel. Key among those abilities is communication. Students will increase their skills in written, verbal, and nonverbal communication skills. The course then looks at three areas of personal awareness including emotional intelligence (EI), cultural awareness, and ethical self-awareness – building on previously acquired competencies and adding new ones. This course helps start students on a road of self-discovery, cultivating awareness to improve both as a business professional and personally.

This course covers thTT0 e <</M-81 Tf0 Tc 0 Tw Swincluding emotional intelligence (EI),

finance and builds on previous acquired competencies related to using spreadsheets.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The graduate identifies the systems, structure, roles, and impact of finance in the business environment.

The graduate utilizes interest rates, time value of money, and risk and return principles to inform financial business decisions.

The graduate uses financial statements to determine the health of a business organization.

The graduate identifies how financial forecasting and budgeting helps individuals and organizations plan for future financial needs.

The graduate utilizes the appropriate financial tools and techniques to inform limited financial investment decisions.

Principles of Economics

Principles of Economics provides students with the knowledge they need to be successful managers, including basic

affecting the workplace. Students will learn to analyze current trends and issues in employment law and apply this knowledge to manage risk in employment relationships effectively. Functions of Human Resources and Introduction to Human Resources are recommended prior to Employment and Labor Law.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner recommends strategies to prevent discrimination, limit employer risk, and manage compliance with employment laws and workplace policies.

The learner describes how statutory, administrative, and judicial decisions impact labor relations.

The learner recommends appropriate employment actions to balance risk management with the rights of both the employer and employee.

Talent Acquisition

Talent Acquisition focuses on building a highly skilled workforce that meets organizational staffing needs by using effective strategies and tactics for recruiting, selecting, and onboarding employees. The learner will develop competency in critical skills related to talent acquisition, such as workforce planning, developing strategic recruiting plans, and ensuring effective selection strategies. Talent acquisition is a top skill for HR professionals, and successful talent acquisition practices lend to individual, team, and organizational success.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner evaluates capacity forecasts, job requirements, and job descriptions.

The learner develops a plan for recruiting qualified employees to meet organization needs and goals.

The learner develops a strategy for selecting and onboarding employees.

Total Rewards

This course develops competence in the design and implementation of total rewards approaches in an organization. The total rewards perspective integrates tangible rewards (e.g., sala1_0 /LBod0 10Bic19yourTf11 0 dmnenef g 10Bic19yourTfa impealmnei

HR Technology

HR Technology focuses on the usage of technology for strategic human resource management. The learner will develop competency in critical skills related to analyzing the value and application of the different types of human resource information systems (HRIS), managing HRIS implementations, electronic human resource management, and future trends and application of HR technology. HR professionals must be familiar with HR technology in order to provide effective and efficient HR practices for their organization and recommendations to leadership to invest in technology. An understanding of HR technology is also an in-demand skill for HR professionals across all industries.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner describes human resource information systems (HRIS), including system considerations for HRIS decision-making.

The learner analyzes HRIS needs analysis, system design and acquisition, return on investment (ROI), and change management considerations in the final implementation of HRIS into their organization.

The learner describes HRIS applications metrics and analytics as they apply to functions and roles in human resource management.

The learner describes the strategic aspects of an HRIS system as they apply to privacy and security, interaction with social media, and future considerations.

Diversity, Equity, and Inclusion

Diversity, Equity, and Inclusion examines the importance and impact of diversity in organizations through an understanding of the theoretical, background, and legislative foundations of diversity. This course will explore specific groups and categories of diversity, as well as global diversity and career paths in diversity.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner explains the theoretical background, legislation, and foundations of diversity, equity, and inclusion in organizations.

The learner discusses specific groups and categories of diversity in organizations.

The learner examines global influences on diversity in organizations.

Global Human Resource Management

Global Human Resource Management explores the rapidly changing field of international human resource management (HRM) and examines a global perspective in relation to staffing, personnel management, strategy, and communications in a cross-cultural context. This course will help learners examine critical skills such as application of international employment law, labor standards, and ethics, as well as international application of human resources (HR) best practices in areas such as employee relations, global talent management, and future trends of international HRM. These skills lend to the success of HR professionals working to support organizations that operate in or within an international context and cross-culturally, as well as expanding the skillsets for those HR professionals interested in seeking a career as a global HR professional. There are no prerequisites for this course.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner describes the strategic context of international human resource management.

The learner describes global talent management practices.

The learner explains human resource information systems and technology, comparative IHRM, well-being of the workforce, and the role and future of international human resource management.

Agile HR

Agile HR explores the concepts of Agile operations and Agile project management from the human resource management perspective. Learners will focus on design thinking, building value for employees, change management, adaptability, and strategic prioritization as part of the Agile skills in this course. Adaptability and resilience, while delivering value in a

constantly changing world, are all critical skills for successful HR professionals and leaders.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner explains the Agile HR mindset and its implications for strategic planning.

The learner explains how to utilize the Agile HR toolkit for value and prioritization of work.

The learner analyzes the role of HR for organizational design and creating Agile HR products and services.

HRM Capstone

The learner synthesizes skills from across the human resource management (HRM) industry to demonstrate the ability to participate in and contribute value to the HR field.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner synthesizes skills from across the human resource management (HRM) industry to demonstrate the ability to participate in and contribute value to the HR field.

General Education

Critical Thinking and Logic

Reasoning and Problem Solving helps candidates internalize a systematic process for exploring issues that takes them beyond an unexamined point of view and encourages them to become more self-aware thinkers by applying principles of

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The individual writes with purpose for a given context and target audience.

The individual incorporates writing strategies and techniques for written communication.

The individual constructs a written document with correct format, style, structure, and grammar.

The individual formulates a strategy for editing and revising written text.

The individual composes constructive feedback of written texts.

Introduction to Communication: Connecting with Others

Welcome to Introduction to Communication: Connecting with Others! It may seem like common knowledge that communication skills are important, and that communicating with others is inescapable in our everyday lives. While this may appear simplistic, the study of communication is actually complex, dynamic, and multifaceted. Strong communication skills are invaluable to strengthening a multitude of aspects of life. Specifically, this course will focus on communication in the professional setting, and present material from multiple vantage points, including communicating with others in a variety of contexts, across situations, and with diverse populations. Upon completion, you will have a deeper understanding of both your own and others' communication behaviors, and a toolbox of effective behaviors to enhance your experience in the workplace.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner implements appropriate communication styles based on audience and setting.

The learner uses communication strategies for managing conflict.

The learner uses communication strategies to influence others.

Introduction to Sociology

This course teaches students to think like sociologists, or, in other words, to see and understand the hidden rules, or norms, by which people live, and how they free or restrain behavior. Students will learn about socializing institutions, such as schools and families, as well as workplace organizations and governments. Participants will also learn how people deviate from the rules by challenging norms and how such behavior may result in social change, either on a large scale or within small groups.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The graduate explains how societies are stratified across various social statuses.

The graduate explains reciprocal relationships between social institutions and individuals.

The graduate explains major perspectives and key contributors to the development of sociology.

The graduate identifies components of culture and socialization as they relate to individuals in society.

The graduate explains the constructs of conformity to and deviance from social norms.

Composition: Successful Self-Expression

Welcome to Composition: Successful Self-Expression! In this course, you will focus on four main topics: professional writing for a cross-cultural audience, narrowing research topics and questions, researching for content to support a topic, and referencing research sources. Each section includes learning opportunities through readings, videos, audio, and other relevant resources. Assessment activities with feedback also provide opportunities to check your learning, practice, and show how well you understand course content. Because the course is self-paced, you may move through the material as quickly or as slowly as you need to gain proficiency in the seven competencies that will be covered in the final assessment. If you have no prior knowledge or experience, you can expect to spend 30-40 hours on the course content. You will demonstrate competency through a performance assessment. There is no prerequisite for this course and there is no specific technical knowledge needed.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized

course plan together.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner interprets the real-world meaning of various functions based on notation, graphical representations, and data representations.

The learner applies linear functions and their properties to real-world problems.

The learner applies polynomial functions and their properties to real-world problems.

The learner applies exponential functions and their properties to real-world problems.

The learner applies logistic functions and their properties to real-world problems.

The learner analyzes graphical depictions of real-world situations using functional properties.

The learner verifies the validity of a given model.

Integrated Physical Sciences

This course provides students with an overview of the basic principles and unifying ideas of the physical sciences: physics, chemistry, and earth sciences. Course materials focus on scientific reasoning and practical, everyday applications of physical science concepts to help students integrate conceptual knowledge with practical skills.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner describes the nature and process of science.

The learner examines applications of physics including fundamental concepts such as forces, motion, energy, and waves.

The learner examines applications of key chemistry concepts including the structure of matter and the behavior and conservation of matter in chemical reactions.

The learner describes the underlying organization, interactions, and processes within the Earth system including the Earth's structure and atmosphere, and Earth's interactions within the solar system.

World History: Diverse Cultures and Global Connections

This is World History: Diverse Cultures and Global Connections. In this course, you will focus on three main topics—cultural and religious diversity; pandemics; and the relationship of empires and nation states—as well as the skills of identifying root causes, explaining causes and effects, and analyzing complex systems. This course consists of an introduction and four major sections. Each section includes learning opportunities through reading, images, videos, and other relevant resources. Assessment activities with feedback also provide opportunities to practice and check how well you understand the content. Because the course is self-paced, you may move through the material as quickly or as slowly as you need to, with the goal of demonstrating proficiency in the four competencies covered in the final assessment. If you have no prior knowledge of this material, you can expect to spend 30-40 hours on the course content.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The learner differentiates among diverse cultural and religious customs and practices.

The learner analyzes the role of human actions in the spread of disease.

The learner explains the factors that contributed to the rise and fall of empires.

The learner explains the factors that contributed to the development of nation states.

IT Fundamentals

Introduction to Spreadsheets

The Introduction to Spreadsheets course will help students become proficient in using spreadsheets to analyze business problems. Students will demonstrate competency in spreadsheet development and analysis for business applications (e.g., using essential spreadsheet functions, formulas, tables, charts, etc.). Introduction to Spreadsheets has no prerequisites.

This course covers the following competencies:

Begin your course by discussing your course planning tool report with your instructor and creating your personalized course plan together.

The graduate creates formatted spreadsheets, using appropriate functions to organize and present data effectively.

The graduate applies appropriate formulas and functions to aggregate and summarize spreadsheet data.

The graduate creates tables to summarize and analyze data to make decisions.

The graduate creates data visualizations using charts and graphs for use in a professional setting.

Accessibility and Accommodations

Western Governors University is committed to providing equal access to its academic programs to all qualified students. WGU's Accessibility Services team supports this mission by providing support, resources, advocacy, collaboration, and academic accommodations for students with disabilities and other qualifying conditions under the Americans with Disabilities Act (ADA). WGU encourages student to complete the Accommodation Request Form as soon as they become aware of the need for an accommodation. Current and prospective students can reach the Accessibility Services team Monday through Friday 8:00 a.m. to 5:00 p.m. MST at 1-877-HELP-WGU (877-435-7948) x5922 or at ADASupport@wgu.edu.

Need More Information? WGU Student Services