

# SOUTH FORSYTH HIGH SCHOOL COURSE SYLLABUS

**Course Title:** Human Resources Principles      **Email:** cyonk@forsyth.k12.ga.us

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**Room:** 156/158

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## **Course Description:**

**HIRE**D or **FIRED**? Students will analyze the primary functions of human resources management which include recruitment, selection, training, development, compensation, and evaluation. The course is designed to equip students with operational knowledge of hiring, managing, and firing employees. Throughout this course students will be introduced to the Human Resource Management role by following the life cycle of an employee from organizational entry to exit. Various forms of technologies will be highlighted to expose students to the emerging technologies impacting the business world. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are taught in this course as a foundational knowledge to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. Competencies in the co-curricular student organization, Future Business Leaders of America (FBLA), are integral components of both the employability skills standards and content standards. Human Resources Principles is the third course for the Human Resources Management Pathway. Students who are enrolled in this course should have successfully completed the first two courses in the pathway: Introduction to Business & Technology and Legal Environment of Business. After mastery of the standards in this course, students should be prepared to take an end of pathway assessment in this career area.

Various forms of technology will be used to expose students to resources and application of business principles for starting, operating and maintaining a business. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects to enhance skills required by business and industry.

## **Future Business Leaders of America (FBLA)**

All students in Business & Computer Science Pathway courses are *strongly encouraged* to join FBLA which is the career and technical student organization (CTSO) associated with our classes. FBLA is the oldest and largest CTSO in the US boasting over 200,000+ student members. Georgia FBLA has the largest membership in the US at almost 14,000 members. FBLA tools and activities will be utilized during class because it is a co-curricular organization and supported in the GPS standards. Some of these activities will be graded assignments even if the student is not a member of FBLA. Membership benefits include scholarships, leadership opportunities, networking, and competitive aspects. FBLA is open to ALL students on campus and offers numerous options to those who participate. To join SFHS FBLA <https://www.mypaymentsplus.com/welcome>

**Industry Credentialing/End of Pathway Assessments:** Students are encouraged to select a career pathway beginning in the ninth grade that is connected to college and career goals. This course is one of three courses in the career pathway chosen by a student. At the conclusion of the third pathway course, students will be required to take an industry credentialing End of Pathway Assessment. This assessment provides students an opportunity to demonstrate what they have learned by completing an online, nationally recognized exam (NOCTI HRM). Students may earn recognition at graduation to signify their achievement.



The key to Georgia’s economic future is a prepared workforce. Therefore, one of the fundamental goals of the Georgia Department of Labor’s (DOL) Workforce Solutions Team is to produce an emerging workforce that is prepared to face the challenges of a global marketplace. Employee responsibility is often the missing link in the working arena. While most students are graduating from high school and preparing for the future with the appropriate academic credentials, many still lack the soft skills and work ethic to succeed in today’s workforce. A survey of large, medium, and small businesses shows that employers are having difficulty hiring people who possess adequate basic skills, thinking skills, working competencies, work attitudes, and work habits. To address this gap and to give Georgia students an advantage moving into the workforce, the DOL created **GeorgiaBEST** which you will participate in this year through your CTAE course. The training, modeled after the business world where employees are assessed by their employers on performance, teaches ten areas of ethics and soft skills. This type of evaluation in a classroom setting allows for leadership development, critical and creative thinking, decision making, problem solving, teamwork, and work-based learning. Guest speakers from the business community, mock job interviews, and résumé tips round out a complete soft skills and ethics training you will participate in this year. You will receive a **GeorgiaBest** designation based on observed behaviors and accomplishments.

**Honor Code Statement:**

The following statement is to be written on all summative assignments and assessments *“This work is completely my own. I will not share my work, or the contents of any assessment with others, and will always uphold the standards of academic integrity.”*

**Learning Resources/Textbook(s):** All learning resources, both print and digital, are meant to support and enhance the student learning experience of this class. Below are the names of the textbooks and websites that will be used in this course. Some of the web-based resources require parent permission per federal regulations. Federal laws that guide parent permission requirements are as follows:

- **Children’s Internet Protection Act (CIPA):** The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. Any harmful content contained within inappropriate sites will be blocked. <http://fcc.gov/cgb/consumerfacts/cipa.html>
- **Children’s Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and limits their ability to collect personal information from children under 13years of age. No personal student information is collected for commercial purposes. <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions-0>
- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents the right to review records. Under FERPA, schools may disclose directory information in certain circumstances. <http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

Please review the resource list. Each website related to the curriculum resources is provided along with their privacy policies. Should you have any questions regarding these resources immediately contact the course teacher via email or phone.

Name of Resource*	Hard copy/Website	Privacy Policy
Virtual Job Shadow	Website	<a href="https://www.virtualjobshadow.com/resources/policy/">https://www.virtualjobshadow.com/resources/policy/</a>
Certiport/Pearson Microsoft Resources	Website	<a href="https://home.pearsonvue.com/privacy">https://home.pearsonvue.com/privacy</a>
Adobe Certified Associate (ACA)	Website	<a href="https://home.pearsonvue.com/privacy">https://home.pearsonvue.com/privacy</a>
Adobe Creative Cloud	Website	<a href="https://www.adobe.com/">https://www.adobe.com/</a>
YouScience	Website	<a href="https://www.youscience.com/privacy-policy/">https://www.youscience.com/privacy-policy/</a>
Human Resource Management, 14 <sup>th</sup> Ed	Textbook	N/A

\* The above resources are county approved. These resources may vary by school due to sequencing, pacing, curriculum design, and/or individual needs of students.

Parent Initial  
Each Page

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Parent Initial for Approval **	Name of Resource	Website	Privacy Policy
	NOCTI EOPA Preparation Materials	<a href="https://www.nocti.org/index.cfm">https://www.nocti.org/index.cfm</a>	<a href="https://www.nocti.org/pdf/Privacy_Notice.pdf">https://www.nocti.org/pdf/Privacy_Notice.pdf</a>
	Talk Hiring Job Interview Practice	<a href="https://www.talkhiring.com/">https://www.talkhiring.com/</a>	<a href="https://www.talkhiring.com/privacy-policy">https://www.talkhiring.com/privacy-policy</a>
	GMETRIX	<a href="https://www.gmetrix.com/">https://www.gmetrix.com/</a>	<a href="https://www.gmetrix.com/Home/PrivacyPolicy">https://www.gmetrix.com/Home/PrivacyPolicy</a>
	SBA.gov	Website	<a href="https://www.sba.gov/">https://www.sba.gov/</a>
	FBLA-PBL	Website	<a href="https://www.fbla-pbl.org/">https://www.fbla-pbl.org/</a>
	O-Net Online	Website	<a href="https://www.onetonline.org/">https://www.onetonline.org/</a>
	Quia	Website	<a href="https://www.quia.com/">https://www.quia.com/</a>
	Competition University	Website	<a href="https://www.competitionuniversity.com/login/index.php">https://www.competitionuniversity.com/login/index.php</a>

\*\* The above resources are web-based resources that require parent permission. By signing the syllabus, the parent is approving these resources. Should you have any questions regarding any of these classroom resources, please contact your student's teacher via email.

**Dress for Success:** Career and technical education pathways in Forsyth County incorporate Dress for Success Days throughout the school year. These experiences allow students to foster confidence and continue to develop a positive self-image, while understanding the importance of dressing well for their future profession. At certain intervals throughout the course, students will analyze industry standards of the profession and study the importance of dressing well for a job interview. This will culminate into being fully prepared for Community Mock Interviews which occur as students complete a career pathway.

**Availability for Extra Help:** Available before and after school. Notify in advance for IF pass.

**Missed Work:** All missed work and assessments are the responsibility of the student. A student who is absent on the class day before a scheduled assessment will be responsible for completing it in the *next* scheduled class period. This includes projects, research papers, etc., where the deadline has been posted in advance. Late or missing assignments will be counted as "Missing" (0 value) until turned in for grading. Failure to complete assignments in a timely manner will negatively impact learning. If you are absent, make up work as soon as you can for the best possible experience in this class.

**Grading Policy:**

A = 90 – 100

B = 80 – 89

C = 70 – 79

Failing = Below 70

**Semester Grade Calculation:**

Course Average = 50% (1<sup>st</sup> Sem. Course Work) + 50% (2<sup>nd</sup> Sem. Course Work).

1<sup>st</sup> and 2<sup>nd</sup> Semester Course Work = 75% Summative plus 25% Formative

There will be 2-4 formative grades and 1-2 summative grades per unit.

Parent Initial  
Each Page

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**Attendance Policy:** Refer to the official FCS attendance policy.

**GPS Standards:** Course Standards can be found at <https://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Human-Resources-Principles.pdf>

**BMA-HRP-1**

Demonstrate employability skills required by business and industry.

**BMA-HRP-2**

Apply the basic human resources principles as they relate to managing an effective and efficient organization.

**BMA-HRP-3**

Examine employment law and ethics as they refer to contemporary issues in Human Resources Management.

**BMA-HRP-4**

Apply and model the concepts of recruitment, interview, and selection of employees in the current labor market.

**BMA-HRP-5**

Develop a training plan for employees after investigating methods of employee training and development.

**BMA-HRP-6**

Analyze the data and respond to results of job description analysis, development, and design.

**BMA-HRP-7**

Assess the performance evaluation process and its relationship to promotions and demotions.

**BMA-HRP-8**

Review, develop, and compare employee compensation and company-sponsored benefits.

**BMA-HRP-9**

Investigate causes for and consequences of employee disciplinary action and relative employee rights.

**BMA-HRP-10**

Explore how related student organizations are integral parts of career and technology education courses through leadership development, school and community service projects, entrepreneurship development, and competitive events.