

# ***Program Proposal***

## **Introduction**

Los Angeles Harbor College (LAHC) is in the South Bay region of Los Angeles and primarily serves students from Harbor City, Carson, San Pedro, Gardena, Lomita, Wilmington, Torrance, and the Palos Verdes Peninsula. The region offers employment opportunities in health care, manufacturing, logistics and transportation, management and supervision, advertising and marketing, hospitality and travel, banking and finance, and education. Creating certificate programs will assist students in developing job skills that lead to employment. Also, this certificate reflects the achievement of the College's Goal 1 - Access and Preparation for Success: Improve equitable access; help students attain important early educational momentum points.

## ***Certificate of Achievement in Human Resources Management***

The area of human resources and talent management play key roles in identifying, recruiting, and retaining dedicated employees for an organization. HR management assesses, hires, and supports employees through a culture of openness, engagement, and inclusion.

A Human Resources Management Certificate of Achievement provides students with applicable skills, knowledge, and strategies that drive success. A principle of business is "To win in the marketplace you must first win in the workplace." [\[1\]](#) which has become increasingly more important due to the need for an educated, motivated, and dedicated workforce. LMI and employment indexes indicate there are increasing pay gaps between individuals who have achieved a high school diploma compared to higher education.

The Human Resources Department's main objective is to hire qualified employees who fit the company's culture. Human Resources Managers handle a wide range of employment information regarding wages and salaries, benefits and health insurance, and company compliance.

The Human Resources Management Certificate of Achievement emphasizes employee support and development of relationship-building based upon mutual respect and growth. Students will develop skills in analyzing, planning, staffing, employee development, diversity, equity, and employee maintenance. The certificate is intended for students who are interested in entry-level positions in HR, or, for individuals already employed in the field but wish to enhance their skills for advancement opportunities.

Upon completion of the program will have developed skills that will enhance their career opportunities in Human Resources or Human Capital Management.

In this program, students will use textbooks, as well as supplemental materials that provide overviews of the human resources profession.

## **Section I: Program Information**

**Program Title:** Human Resources Management

**Submission Type:** Is your submission a new program or are substantial changes being made to an existing program?

New Program

Substantial Changes

## **TOP Codes**

### **506.00**

A company's competitiveness, growth, and success are driven by a highly skilled and motivated workforce that originates in the human resources department. Human Resources Management is charged with **finding, screening, recruiting, and training job applicants, and administering employee-benefit programs, in compliance with federal and state laws.** Its goals and objectives are to develop and support organization and employee relationships based upon mutual respect.

**Projected Start Date** (09/01/2021)

**Catalog Description** includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.

The Human Resources Management program is designed for students that are seeking entry-level positions or advancement opportunities in business, government, and other organizations. Students will learn how to foster organization and employee relationships based upon mutual respect to increasing a company's growth and competitiveness.

## Student Learning Outcomes

Upon completion of the programs, students will be able to:

- Understand HR-related issues and key regulatory issues, especially diversity.
- Assist in the development of HR programs and respond to the needs of the firm.
- Gain insight into practices that have become components of today’s “employee-friendly” workplace.

**Enrollment Completer Projections** Enrollment Completer Projections are projections of a number of students to earn certificate or degree annually.

Estimated enrollment projections will increase a minimum of 100 students over a 3 year period. The information does not distinguish business management from human resources and indicates that demand for human resources management training to be greater than indicated. Through our research, the only college that offers a Human Resources Management Certificate of Achievement is Santa Ana College.

### Completion

Estimated certificate completion projections over a 3 year period will be 20 based upon the human resources specialization and differentiation from business management .

Over the next five years, there are projected to be 1,449 jobs available annually in the LA/OC region due to replacements. There are 22 community colleges in the LA/OC region that issue awards related to business management, which includes human resources between 2016 and 2019. The Business Management programs train for general management positions.

[\[1\]](#) *Doug Conant - former President and CEO of the Campbell Soup Company*

## Section II: Program Proposal Attributes

### Program Award Type(s)

Check all that apply.

## Type of Program

- Certificate of Achievement: 8 to fewer than 16 semester (or 16 to fewer than 24 quarter) units (B)
- Certificate of Achievement: 16 or greater semester (or 24 or greater quarter) units (C)
- Associate of Science Degree (S)
- Associate of Arts Degree (A)
- A.A. – T Degree (Y)
- A.S. – T Degree (X)
- Noncredit Program (NIL)

**Program Goal** Program Goals and Objectives must address a valid transfer, occupational, basic skills, civic education, or lifelong learning purpose. Regional recommendation is only needed for programs with an occupational goal.

The Human Resources Program supports the following occupations: Human Resources Assistant, Human Resources Coordinator, Human Resources Specialist, Human Resources Compensation Specialist, Human Resources Compensation Coordinator, Human Resources Benefits Specialist, Human Resources, Benefits Coordinator, and for individuals who want to upgrade their skills and knowledge in the key area of Human Resources or Human Capital Management.

## Section III: Course Unit and Hours

Total Certificate Units (Minimum and Maximum) **24**

Units of Degree Major or Area of Emphasis (Minimum and Maximum) - NA

Total Units for Degree (Minimum and Maximum) - NA

## Section IV: Course Report

Program Requirements Narrative

The Human Resources Management program consists of seven (7) core courses totaling 21 units and a minimum of one (1) elective course totaling of 24 certificate units. The core courses lay the foundational knowledge with the initial courses in human resources.

<b>Human Resources Management CA</b>				
<b>Core Course (21 units) &amp; Elective (3 units) = Total 24</b>				
<b>COURSE</b>	<b>TITLE</b>	<b>CORE UNITS</b>	<b>ELECTIVES</b>	<b>SEMESTER</b>
BUS 001	Introduction to Business	3		1
PSY 042	Industrial Organizational Psychology	3		1
MGMT 002	Organization & Management Theory	3		1
MGMT 033	Human Capital Management	3		1
SUPV 001	Elements of Supervision	3		2
COMM 122	Intercultural Communications	3		2
MKTG 023	Introduction to Social Media Marketing	3		2
Choose a minimum of one course (3 units)				
MGMT 013	Small Business Management		3	2
MGMT 031	Human Relations for Employees		3	2
COMM 142	Interpersonal Communications		3	2
COMM 275	Gender Communications		3	2
COMM 151	Small Group Communications		3	2
		<i>TOTAL 24 =</i>	21	3

**Program Requirements** Program Requirements includes course requirements and sequencing that reflect program goals.

<b>Requirement</b>	<b>Semester 1</b>	<b>Semester 2</b>
Core	Introduction to Business	Elements of Supervision

	<p>Industrial Organizational Psychology</p> <p>Organization and Management Theory</p> <p>Human Capital Management</p>	<p>Intercultural Communications</p> <p>Introduction Social Media Marketing</p> <p>Electives: (Choose 1)</p> <p>Human Relations for Employees</p> <p>Interpersonal Communications</p> <p>Gender Communications</p> <p>Small Business Management</p>
Certifications	Human Resources	

## Section V: Supporting Documents

### LMI Data:



0506.00\_Human  
Resources Assistant\_L



**Program Endorsement Brief: 0506.00/Business Management  
Human Resources Assistant**

Los Angeles/Orange County Center of Excellence, December 2020

**Summary Analysis**

<b>Program Endorsement:</b>	<b>Endorsed: All Criteria Met</b>	<input checked="" type="checkbox"/>	<b>Endorsed: Some Criteria Met</b>	<input type="checkbox"/>	<b>Not Endorsed</b>	<input type="checkbox"/>
<b>Program Endorsement Criteria</b>						
<b>Supply Gap:</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<b>Living Wage: (Entry-Level, 25<sup>th</sup>)</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<b>Education:</b>	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>		
<b>Emerging Occupation(s)</b>						
Yes <input type="checkbox"/>			No <input checked="" type="checkbox"/>			

The Los Angeles/Orange County Center of Excellence for Labor Market Research (COE) prepared this report to provide Los Angeles/Orange County regional labor market supply and demand data related to two middle-skill occupations: *payroll and timekeeping clerks (43-3051)* and *human resources assistants, except payroll and timekeeping (43-4161)*. Middle-skill occupations typically require some postsecondary education, but less than a bachelor's degree.<sup>1</sup> This report is intended to help determine whether there is demand in the local labor market that is not being met by the supply from community college programs that align with the relevant occupations.

Based on the available data, there appears to be a supply gap for middle-skill human resources occupations in the LA/OC region. Furthermore, the majority of annual openings for the occupations in this report have entry-level wages that exceed the living wage in Los Angeles County and many workers in the field have completed some college or an associate degree. **Therefore, due to all the criteria being met, the COE endorses this proposed program.** Detailed reasons include:

**Demand:**

- **Supply Gap Criteria** - Over the next five years, there are projected to be **1,449 jobs** available annually in the LA/OC region due to replacements, which is more than the **1,249 awards** conferred annually by educational institutions in the region.

<sup>1</sup> The COE classifies middle-skill jobs as the following:

- All occupations that require an educational requirement of some college, associate degree or apprenticeship;
- All occupations that require a bachelor's degree, but also have more than one-third of their existing labor force with an educational attainment of some college or associate degree; or
- All occupations that require a high school diploma or equivalent or no formal education, but also require short- to long-term on-the-job training where multiple community colleges have existing programs.

## Section VI: Los Angeles/Orange County Region Specific Questions

District Los Angeles Community College District  
 College Los Angeles Harbor College  
 CRLC Member Priscilla Lopez  
 Email lopezpa@lahc.edu  
 Phone (310) 233-4605

### Reason for approval request

- New Program
- Substantial Change (*additional electives were added to the program*)
- Local Approved

### Place of program in college’s curriculum/similar program.

The Human Resources program is complementary to existing Business and Technology Pathways where skill sets and background translate to skills and methods and allow students to help companies with their human resources functions: benefits, compensation, employee training, and labor relations.

### List similar programs at other colleges in the Los Angeles and Orange County Region

College	Program	Who You Contacted	Outcome of Contact
Santa Ana College	Human Resources	Ali Kowsari Phone: <a href="tel:7145646764">(714) 564-6764</a>	Pending

### Annual Enrollment projects (non-duplicative)

See section **Enrollment Completer Projections**

The attached LMI, enrollment rates are estimated to increase a minimum of 20% to 30%. The LMI does not distinguish business management from human resources and indicates that demand for human



resources management training to be greater than indicated. Through our research the only college that offers a Human Resources Management Certificate of Achievement is Santa Ana College. Over the next five years, there are projected to be 1,449 jobs available annually in the LA/OC region due to replacements. There are 22 community colleges in the LA/OC region that issue awards related to business management, which includes human resources between 2016 and 2019. The Business Management programs do not train exclusively for human resources occupations; therefore, the supply for the selected occupations is overstated.

**Advisory Minutes – Please see attachments.**