



## *Bachelor of Science in* **Business – Human Resource Management**

*The Bachelor of Science in Business—Human Resource Management is a competency-based program that enables students to earn a Bachelor of Science degree that is tailored to the student’s professional HR experience. The Business—Human Resource Management degree is great preparation for a career as a human resource manager or personnel director. This program consists of twelve balanced areas of study, development of a comprehensive portfolio, WGU competency-based assessments, and a capstone project. In addition, the program includes industry assessment (and accompanying achievements) based on the student’s professional HR experience. Students will earn either the PHR Certification from the Human Resource Certification Institute (HRCI) or the Assurance of Learning Certificate from the Society of Human Resource Management (SHRM).*

## Understanding the Competency-Based Approach

Practically speaking, what does it mean when we say that WGU programs are competency-based? Unlike traditional universities, WGU does not award degrees based on credit hours or on a certain set of required courses. Instead, students earn their degrees by demonstrating their skills, knowledge, and understanding of important concepts through a series of carefully designed assessments.

Progress through your degree program is governed, not by classes, but by satisfactory completion of the required assessments that demonstrate your mastery of the competencies. Of course, you will need to engage in learning experiences as you brush up on competencies or develop knowledge and skills in areas in which you may be weak. For this learning and development, WGU has a rich array of learning resources in which you may engage under the direction of your mentor. You will work closely with your mentor to schedule your program for completing the assessments. (We discuss assessments in much more detail later in this guide.) You will work closely with additional faculty members as you proceed through courses of study that are designed to lead you through the content you must master in order to pass individual assessments.

The benefit of this competency-based system is that it makes it possible for people who are knowledgeable about a particular subject to make accelerated progress toward completing a WGU degree even if they lack college experience. You may have gained your skills and knowledge of a subject on the job, accumulated wisdom through years of life experience, or, indeed, took a course on a particular subject. WGU awards a degree to you based on the skills and knowledge that you possess and can demonstrate, not the number of credits you have on your transcript.

## Accreditation

Western Governors University is the only university in the history of American higher education to have earned accreditation from four regional accrediting commissions. WGU's accreditation was awarded by (1) the Northwest Commission on Colleges and Universities, (2) the Higher Learning Commission of the North Central Association of Colleges and Schools, (3) the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, and (4) the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges. The university's accreditation status is now managed by the Northwest Commission on Colleges and Universities (NWCCU). The university is also accredited by the Distance Education and Training Council (DETC), and the WGU Teachers College is accredited by the National Council for Accreditation of Teacher Education (NCATE). The nursing programs are accredited by the Commission on Collegiate Nursing Education (CCNE). The Health Informatics program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

## The Degree Plan

The focus of your program is your personalized Degree Plan. The Degree Plan is a detailed blueprint of the learning resources and assessments that comprise your program. The length of your program depends on both the amount of new information you need to learn and the amount of time you plan to devote each week to study.

Students will vary widely in the specific skills and information they need to learn. For example, some may be highly knowledgeable in a subject matter and would not need to engage in new learning opportunities. Others may find that portions of the program require completely new learning and that they may need to take an online class or participate in a study module to acquire the knowledge and skills needed to pass the program competencies in that area. Some individuals may be able to devote as little as 15–20 hours per week to the program, while others may have more time. For this reason, you will complete pre-assessments to help your mentor form a profile of your prior knowledge and experience for use in creating your Degree Plan.

## **WGU’s Mentoring Approach**

Our mentoring approach is a powerful component of the WGU educational experience. When you enroll at WGU, you will begin interacting with your personal mentor, course mentors, and support staff. Your mentor takes an active role and a personal interest in your success. Whether by e-mail or phone, your mentor will be your “point person” of communication throughout your program. Your mentor will help motivate you to work hard to complete your program. When you have questions or concerns, your mentor team will help you resolve them.

You and your mentor will work together to evaluate your educational background, strengths, and weaknesses. With this analysis, your mentors will help determine in which areas you are already competent (and can move quickly to assessment) and areas you need to work on; this will become your personalized Degree Plan. Your mentor will direct you to the Courses of Study that contain the best learning resources for you (courses, texts, independent study modules, etc.) and are supported by course mentors that serve as your content experts for each area of study. As you proceed through your academic program, you and your mentor will determine when you are ready for the required assessments. If you are ready, your assessment will be scheduled. You will follow this same process as you proceed through each domain.

## **Connecting with Other Mentors and Fellow Students**

As you proceed through your Degree Plan, you may also have direct contact with other faculty members. These communications can take a variety of forms, including participation in learning communities, office hours via the courses of study, and webinars. As a WGU student, you will have access to your own personal MyWGU Student Portal that will provide a gateway to courses of study, learning communities, and program communities where you will have interactions with faculty and other students. Courses of study and communities are specifically designed to support you as you develop competencies in preparation for your assessments through the utilization of threaded discussions, blogs, and chats that are guided by content experts. You will access your program community during the Education Without Boundaries introductory course to network with peers who are enrolled in your program and to receive continued support through professional enrichment and program-specific chats, blogs, and discussions. WGU also provides a Student Services Associate to help you and your mentor solve any special problems that may arise.

## **Education Without Boundaries Orientation**

Education Without Boundaries (EWB) is a required orientation that focuses on acquainting the student with WGU’s competency-based model, distance education, technology, and other resources and tools available for students. You will also utilize tutorials, message boards, online

chats, and other activities to connect with other students in your program. This orientation is completed before you 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 on demonstration of competency. However, if you have completed college coursework at another accredited institution, you may have your transcripts evaluated and may be able to have some lower-division or co-requisite assessments cleared. The guidelines for determining what will “clear” through transfer vary based on the degree program.

The following guidelines generally apply: Upper-division degree requirements, notably in the domains that can be considered the degree major, cannot be cleared through prior college credit. Furthermore, WGU does not clear any requirements based on a student's professional experience and does not perform a "resume review" or "portfolio review" that will automatically clear 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. Your terms are six months long. Longer terms and continuous enrollment allow you to focus on your studies without the hassle of unnatural breaks between the shorter terms that you would experience in a more traditional environment. At the end of every six-month term, you and your 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 eight (8) competency units each term, and undergraduate students must enroll in at least twelve (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 assessments you are able to pass, not on your accumulation of credit hours or course grades. Every time you pass an assessment, you are demonstrating that you have mastered skills and knowledge in your degree program. For comparison to traditional grading systems, passing an assessment means you have demonstrated competency equivalent to a “B” grade or better.

WGU has assigned competency units to each assessment so that we can track your progress through the program. A competency unit is equivalent to one semester credit of learning. Some

assessments may be assigned three competency units while other assessments may be as large as 12 competency units.

Satisfactory Academic Progress (SAP) is particularly important for financial aid students because you must make 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. As full-time students, WGU graduate students must enroll in at least eight competency units each term, and undergraduate students must enroll in at least 12 competency units each term. In order to remain in good academic standing, you *must* complete at least 66.67% of the units you attempt – including any assessments you add to your term to accelerate your progress. Additionally, during your first term at WGU you must pass at least three 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.

## Assessments

Your Degree Plan will include the assessments needed to complete your program. To obtain your degree you will be required to demonstrate your skills and knowledge by completing the following assessments:

**Performance Assessments** contain, in most cases, multiple scored tasks such as projects, essays, and research papers. Performance assessments contain detailed instructions and rubrics for completing each task and are submitted in TaskStream, an online project management and grading tool.

**Objective Assessments** are designed to evaluate your knowledge and skills in a domain of knowledge. Most 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.

**Essay Assessments** are used to measure your ability to integrate and apply concepts. Your writing will be scored against competency-based rubrics established by the faculty.

As previously mentioned, we have assigned competency units (CUs) to each assessment in order to measure your academic progress. As an undergraduate student, you will be expected to enroll in a minimum of 12 competency units each term. A standard plan for the program, at 12 units per term, for a student who has no transfer units would look similar to the one on the next page.

Your personal progress can be faster, but your pace will be determined by the extent of your transfer units, your time commitment, and your determination to proceed at a faster rate.

## STANDARD PATH FOR BACHELOR OF SCIENCE, BUSINESS - HR MANAGEMENT

CODE	ASSESSMENTS	CU	TERM
BNC1	Organizational Behavior and Leadership	3	1
AGC1	Foundations of College Mathematics	3	1
BBC1	Communications Foundations	2	1
LIT1	Legal Issues for Business Organizations	3	1
LAE1	Language and Communication: Essay	2	1
LUT1	Language and Communication: Presentation	2	2
QBT1	Language and Communication: Research	3	2
LWC1	Fundamentals of Business Law and Ethics	6	2
INC1	Integrated Natural Sciences	4	2
INT1	Integrated Natural Sciences Applications	4	3
EST1	Ethical Situations in Business	3	3
MGC1	Principles of Management	4	3
QLC1	Quantitative Literacy: College Algebra, Measurement and Geometry	3	3
QMC1	Quantitative Literacy: Statistics, Probability and Problem Solving	3	4
QLT1	Quantitative Literacy: Quantitative Problem Solving and Applications	3	4
QAT1	Quantitative Analysis for Business	6	4
BVC1	Geography	3	5
BWC1	Behavioral Science	3	5
EGC1	Fundamentals of Economics, Global Business and Quantitative Analysis	4	5
EGT1	Economics and Global Business Applications	4	5
IWC1	Literature, Arts and the Humanities	2	6
IWT1	Literature, Arts and the Humanities: Analysis and Interpretation	2	6
CLC1	Reasoning and Problem Solving	3	6
MKC1	Fundamentals of Marketing and Business Communication	6	6
MKT1	Marketing Principles and Applications	2	7
RWT1	Business Research and Writing	2	7
FNC1	Fundamentals of Finance, Accounting and Information Technology	6	7
FNT1	Business Applications for Finance, Accounting and Information Technology	6	7
TPV1	Project Management	6	8
CHV1	Human Resource Management Concepts	9	8
HMP1	Cases in Advanced Human Resource Management	3	9
QET1	Business - HR Management Capstone Project	4	9
PFHM	Business - HR Management Portfolio Requirement	3	9

In this example, the program will take nine terms for the student to complete. The standard path shown above lists the courses of study (assessments) and the associated competency units by term. The Degree Plan will include greater detail about the courses of study, including the assessments and their associated standard learning resources.

## Learning Resources

You will work with your mentor to select the various learning resources needed to prepare for the required assessments. In most cases, the learning materials you will use are independent learning resources such as textbooks, e-learning modules, study guides, simulations, virtual labs, and tutorials. WGU works with dozens of educational providers, including enterprises, publishers, training companies, and higher educational institutions to give you high quality and effective instruction that matches the competencies that you are developing. The cost of many learning resources is included in your tuition, and you can enroll directly in those through your Degree Plan as your mentor has scheduled them. Some resources (e.g., many textbooks) are not covered by your tuition, and you will need to cover those costs separately. WGU has excellent bookstore and library arrangements to help you obtain the needed learning resources.

## *Areas of Study Within the Bachelor of Science, Business – Human Resource Management*

The WGU Bachelor of Science in Business—Human Resource Management program content is based on the knowledge and skills that provide expertise in the management of people at work. The emphasis of the Human Resource program is to develop more effective managers and staff specialists in the human resource management field. It provides the knowledge and skills that enable human resource managers to work in a variety of careers in business, industry, government and civil service. Students have the opportunity to gain an industry achievement based on their professional HR work experience: either HRCI's PHR Certification or SHRM's Assurance of Learning Certificate. HRCI requires that candidates have four years exempt-level HR work experience to be eligible for the PHR Certification. Those not yet eligible for the PHR will take the SHRM Assurance of Learning assessment.

The following section includes the larger domains of knowledge, which are then followed by the subject-specific subdomains of knowledge, their associated assessments (including the four-character code that is used to identify the assessment), and the sample learning resources that have recently been used to help students gain the competencies needed to pass the assessments. Your specific learning resources and level of instructional support will vary based on the individual competencies you bring to the program and your confidence in developing the knowledge, skills, and abilities required in each area of the degree. Please note that the learning resources included in the following sections are *sample resources* that will vary based on your own Degree Plan and the resources current at the time you enroll in the program. The Degree Plan and learning resources are dynamic, so you need to review your Degree Plan and seek the advice of your mentor regarding the resources before you purchase them.

## **Organizational Behavior and Management Domain**

Understanding how to lead and manage in the business environment is critical to a business graduate's success in the workplace. This domain includes two objective assessments: Principles of Management and Fundamentals of Organizational Behavior and Management. Students are asked to demonstrate the ability to apply these concepts in a series of scenario-

based problems in the leadership concepts and applications tasks. Prior coursework does not transfer to meet the requirements of this domain.

## **Organizational Behavior and Management**

*Focuses on management and leadership concepts and applications.*

### **Organizational Behavior and Leadership (BNC1)**

Proctored, computer-based objective exam

### **Principles of Management (MGC1)**

Proctored, computer-based objective exam

#### **Sample Learning Resources:**

CourseSmart provides e-text versions of the following texts:

Bateman, T., & Snell, S. (2010). *Management: Leading & collaborating in the competitive world (9<sup>th</sup> ed.)*. New York: McGraw-Hill Publishing. ISBN: 9780078137242. (e-text, cost of this resource is included in tuition and fees)

Robbins, S. P., & Judge, T. A. (2006) *Organizational behavior* (12th ed.) Prentice Hall. ISBN-13: 9780131890954. (e-text, cost of this resource is included in tuition and fees)

SkillSoft modules provide text, video and exercises to help increase knowledge in Leadership, Management, Human Resource Management, and Organizational Behavior.

## **Foundations Domain**

The Foundations domain focuses on basic subject matter knowledge that is typically required for baccalaureate level study.

### **Foundations**

*Focuses on application of grammatical standards, reading skills, basic numeracy and calculation skills, basic algebra skills, basic geometry principles, and basic data and probability skills.*

### **Foundations of College Mathematics (AGC1)**

Proctored, computer-based objective exam

### **Communications Foundations (BBC1)**

Proctored, computer-based objective exam

#### **Sample Learning Resources:**

**MyFoundationsLab** in MyLabsPlus. This online interactive system allows students to move at their own pace as they work through the content to develop language and communication and quantitative literacy skills.

## Business Law and Ethics Domain

WGU believes business graduates should be able to demonstrate the ability to understand and apply legal concepts in the business environment and to understand how to be ethical leaders in today's business world. To demonstrate competency in the Business Law and Ethics domain, students complete an objective assessment, a Business Law performance task, and develop an Ethics plan. Evaluation of your previous college transcripts may clear assessment requirements for this domain.

### Business Law and Ethics

*Focuses on understanding and application of business law concepts and ethical considerations for business.*

#### Legal Issues for Business Organizations (LIT1)

Performance assessment

#### Fundamentals of Business Law and Ethics (LWC1)

Computer-based, objective exam

#### Ethical Situations in Business (EST1)

Performance assessment

#### Sample Learning Resources:

Skillssoft provides online, interactive modules on business law and ethics.

Cengage provides e-text versions of the following texts:

Farrell, O. C., Fraedrich, J., & Ferrell, L. (2008). *Business ethics: Ethical decision making and cases* (7th ed.). Boston, MA: South-Western/Cengage Learning. ISBN-13: 978-0-495-73103-0. (e-text, cost of this resource is included in tuition and fees)

Beatty, J. F., & Samuelson, S. S. (2007). *Business law and the legal environment* (4th ed.). Mason, OH: South-Western/Cengage Learning. ISBN-13: 978-024303971. (e-text, cost of this resource is included in tuition and fees)

## Liberal Arts Domain

The liberal arts domain focuses on basic subject matter knowledge that is typically included in baccalaureate level programs. Evaluation of your previous college transcripts may clear assessment requirements for some areas of the liberal arts domain, which could shorten your program of study by removing assessments. To waive or clear a subdomain, the transcript must show that you have taken equivalent classes in the subdomain content areas and passed those classes with a C grade or higher at an accredited institution of higher education.

### Language and Communication

*Content focuses on collegiate reading skills, basic information retrieval skills, writing skills, and speaking and writing skills.*

#### Language and Communication: Essay (LAE1)

Performance assessment that includes writing

**Language and Communication: Presentation (LUT1)**

Performance assessment that includes an oral presentation

**Language and Communication: Research (QBT1)**

Performance assessment that includes writing a research paper

**Sample Learning Resources:**

**Language and Communication: Essay** provided by Pearson CourseCompass. This online, interactive resource includes e-text versions of the following texts:

Faigley, L. (2007). *Writing: A guide for college and beyond*. New York: Pearson Longman. ISBN: 0-321-39626-X. (e-text, cost of this resource is included in tuition and fees)

Ruszkiewicz, J., Seward, D. E., & Hairston, M. (2007). *SF writer* (4th ed.). New York: Pearson Longman. ISBN: 0-13-233458-5. (e-text, cost of this resource is included in tuition and fees)

Smith, B. D. (2007). *The reader's handbook: Reading strategies for college and everyday life* (3rd ed.). New York: Pearson Longman. ISBN-10: 0321476840. (e-text, cost of this resource is included in tuition and fees)

**Language and Communication: Research** and **Language and Communication: Presentation** provided by MindEdge. These online, interactive modules allow students to move at their own pace as they develop competency.

**Natural Science**

*Content focuses on scientific concepts and inquiry as well as key concepts across and within disciplines of natural science.*

**Integrated Natural Sciences (INC1)**

Proctored, computer-based objective exam

**Integrated Natural Sciences Applications (INT1)**

Performance assessment that utilizes scientific inquiry and analysis of evidence

**Sample Learning Resources:**

**Integrated Natural Science** provided by Pearson CourseCompass. This online, interactive resource includes an e-text version of the following text:

Hewitt, P. G., Lyons, S., Suchocki, J., & Yeh, J. (2007). *Conceptual integrated science*. (1st ed.). San Francisco: Addison-Wesley. ISBN: 0805390383. (e-text, cost of this resource is included in tuition and fees)

**Quantitative Literacy**

*Content includes numeracy, algebraic concept, geometry, measurement, statistics and probability, mathematical reasoning, and mathematical problem solving.*

**Quantitative Literacy: College Algebra, Measurement, and Geometry (QLC1)**

Proctored, computer-based objective exam

**Quantitative Literacy: Statistics, Probability, and Problem Solving (QMC1)**

Proctored, computer-based objective exam

**Quantitative Literacy: Quantitative Problem Solving and Applications (QLT1)**

Performance assessment that utilizes quantitative problem solving strategies

**Sample Learning Resources:**

**QLC1 MyMathLab, QMC1 MyMathLab and QLT1 MyMathLab** provided by Pearson CourseCompass. This online, interactive resource includes e-text versions of the following texts:

Billstein, R., Libeskind, S., & Lott, J.W. (2010). *A problem solving approach to mathematics for elementary school teachers (10<sup>th</sup> ed.)*. Upper Saddle River, NJ: Pearson. ISBN: 9780321570550. (e-text, cost of this resource is included in tuition and fees)

Bittinger, M., & Beecher J. (2008). *Developmental mathematics: College mathematics and introductory algebra (7th ed.)*. Addison-Wesley. ISBN 9780321331915. (e-text, cost of this resource is included in tuition and fees)

Lial, M., Hornsby, J., McGinnis, T., Salzman, S., & Hestwood, D. (2009/2010). *Developmental mathematics: Basic mathematics and algebra (2<sup>nd</sup> ed.)*. Pearson Education. ISBN: 9780321599209. (e-text, cost of this resource is included in tuition and fees)

**Geography**

*Content includes fundamentals of geography, places and regions, physical and human systems, and the environment.*

**Geography (BVC1)**

Proctored, computer-based objective exam

**Sample Learning Resources:**

An e-text version of the following text:

Bergman, E., & Renwick, W. H. (2008). *Introduction to geography: People, places and environment (4th ed.)*. Upper Saddle River, NJ: Pearson Prentice Hall. ISBN-13: 9780132238991. (e-text, cost of this resource is included in tuition and fees)

**Behavioral Science**

*Content includes anthropology, sociology, and psychology.*

**Behavioral Science (BWC1)**

Proctored, computer-based objective exam

**Sample Learning Resources:**

CourseSmart provides an e-text version of the following texts:

Wood, S.E., Wood, E.G. & Boyd, D. (2010). *The world of psychology* (7<sup>th</sup> ed.). NY: Pearson. ISBN: 978-0205763733. (e-text, cost of this resource is included in tuition and fees).

Tischler, H.L. (2007). *Introduction to sociology* (9<sup>th</sup> ed.). Belmont, CA: Thomson Learning. ISBN: 978-0495538554. (e-text, cost of this resource is included in tuition and fees)

Haviland, W.A., Prins, H.E.L., Walrath, D. & McBride, B. (2008). *Anthropology: The human challenge* (12<sup>th</sup> ed.). Belmont, CA: Thomson Learning. ISBN: 0-495-09559-1. (e-text, cost of this resource is included in tuition and fees).

**Hippocampus** provides a study site for psychology

## **Literature, Arts, and the Humanities**

*Content focuses on content, concepts, terminology, methodology, models, and issues within and across the disciplines of the humanities.*

### **Literature, Arts, and the Humanities (IWC1)**

Proctored, computer-based objective exam

### **Literature, Arts, and the Humanities: Analysis and Interpretation (IWT1)**

Performance assessment that includes subjective and objective analysis and interpretation in the humanities

### **Sample Learning Resources:**

**Humanities** provided by MindEdge. This online interactive module system allows students to move at their own pace as they develop competency and includes e-text versions of the following texts:

Janaro, R. P., & Altshuler, T. C. (2009). *The art of being human* (9th ed.). New York: Longman. ISBN-10: 0205605427. (e-text, cost of this resource is included in tuition and fees)

Sporre, D.J. (2009). *Perceiving the arts: An introduction to the humanities* (9<sup>th</sup> ed). New Jersey: Pearson Prentice Hall. ISBN-13: 978-0136045694. (e-text, cost of this resource is included in tuition and fees)

## **Collegiate Level Reasoning and Problem Solving**

*Content includes problem identification and clarification, planning and information gathering, identifying assumptions and values, analysis and interpretation of information and data, reaching well-founded conclusions, and identifying the role of critical thinking in the disciplines and professions.*

### **Reasoning and Problem Solving (CLC1)**

Proctored, computer-based objective exam

### **Sample Learning Resources:**

**Collegiate Level Reasoning and Problem-Solving Skills** provided by MindEdge.

This online interactive module system allows students to move at their own pace as they develop competency and includes an e-text version of the following text:

Paul, R., & Elder, L. (2006). *Critical thinking: Tools for taking charge of your learning and your life* (2nd ed.). Upper Saddle River, NJ: Pearson Prentice Hall. ISBN 0-13-114962-8. (e-text, cost of this resource is included in tuition and fees)

## **Economics, Global Business and Quantitative Analysis Domain**

The Economics, Global Business, and Quantitative Analysis domain covers three subdomains and includes three assessments. The quantitative analysis for business task includes a series of quantitative problems. The economics and global business applications performance assessment asks students to apply what they have learned about economics and global business in a series of tasks. Evaluation of your previous college transcripts may clear assessment requirements for this domain.

### **Economics, Global Business, and Quantitative Analysis**

*Focuses on understanding and application of macroeconomics, microeconomics, global business, and quantitative analysis for business.*

#### **Quantitative Analysis for Business (QAT1)**

Performance assessment

#### **Fundamentals of Economics, Global Business, and Quantitative Analysis (EGC1)**

Objective assessment

#### **Economics and Global Business Applications (EGT1)**

Performance assessment

### **Sample Learning Resources:**

Cengage provides an e-text version of the following text:

Anderson, D. R., Sweeney, D. J., Williams, T. A., Camm, J.D. & Martin, K., *Quantitative methods for business* (11<sup>th</sup> ed.). South-Western Cengage. ISBN-13: 978-0-324-65181-2. (e-text, cost of this resource is included in tuition and fees)

Course Smart provides e-text versions of the following texts:

Ball, D., McCulloch, W. H., Jr, Gerginger, J.M. , Minor, M.S., & McNett, J.M. (2009) *International business: The challenge of global competition* (12th ed.). McGraw-Hill. ISBN: 9780077318833. (e-text, cost of this resource is included in tuition and fees)

McConnell, C. R., Brue, S. L. & Flynn, S., (2012). *Economics*. (19th ed.). McGraw-Hill. ISBN: 9780077337865. (e-text, the cost of this resource is included in tuition and fees)

**Economics** provided by Thinkwell. This online resource provides videos and exercises to reinforce concepts.

## Marketing and Business Communications Domain

The marketing and business communications domain focuses on two distinct and interrelated business topics. Marketing focuses study on consumer behavior, marketing strategies, and development of marketing plans. Business communication focuses on organizational communication, the communication process, and business research and writing. To demonstrate competency in the marketing and business communications domain, students complete a multiple-choice objective assessment, develop a marketing plan, and write a research paper on a business topic.

### Marketing and Business Communications

*Focuses on understanding and application of marketing concepts and business research and writing.*

#### Fundamentals of Marketing and Business Communications (MKC1)

Computer-based, objective exam

#### Marketing Principles and Applications (MKT1)

Performance assessment

#### Business Research and Writing (RWT1)

Performance assessment

#### Sample Learning Resources:

CourseSmart provides an e-text version of the following text:

Bovee, C., & Thill, J. V. (2008). *Business communication today* (10th ed.). Prentice Hall. ISBN-13: 978-0-13-815505-6. (e-text, cost of this resource is included in tuition and fees)

Cengage provides an e-text version of the following text:

Boone, L. E., & Kurtz, D. L. (2009). *Contemporary marketing* (14th ed.). South-Western/Cengage Learning. ISBN-13: 978-0324582031. (e-text, cost of the this resource is included in tuition and fees)

Skillssoft modules provide text, video, and exercises to help increase knowledge in Marketing, Communication, and Business Writing.

## Finance, Accounting, and Information Technology Domain

Business graduates need an understanding of the fundamentals of finance, accounting, and information technology to succeed in the world of business. To demonstrate competence in the three areas covered by this domain, students complete two assessments that integrate the concepts in all three subdomains. Students complete a series of finance and accounting problems with information technology components for the performance assessment. Students demonstrate an understanding of fundamental concepts in these areas on the objective assessment.

### Finance, Accounting and Information Technology

*Focuses on understanding and application of finance, accounting, and information technology concepts.*

## **Fundamentals of Finance, Accounting, and Information Technology (FNC1)**

Computer-based objective exam

## **Business Applications of Finance, Accounting, and Information Technology (FNT1)**

Performance assessment

### **Sample Learning Resources:**

CourseSmart provides an e-text version of the following text:

O'Brien, J.A. and Marakas, G. (2010). *Introduction to information systems (15<sup>th</sup> ed.)*. New York: Irwin McGraw-Hill. ISBN: 978-0-07-337677-6. (e-text, cost of this resource is included in tuition and fees)

SkillSoft modules provide text, video and exercises to help increase knowledge in Finance, Accounting, and Information Technology.

**MyAccountingLab** is an online, interactive resources that includes an e-text version of the following text:

Hornigren, C., Harrison, W., & Oliver, M. (2009). *Accounting (8<sup>th</sup> ed.)*. Upper Saddle River, New Jersey: Pearson Prentice Hall. ISBN: 0136072976. (e-text, cost of this resource is included in tuition and fees)

## **Systems Administration and Management Domain**

This domain covers operating systems, project management, networking, and information security.

### **Project Management**

*Focuses on skills and concepts students need to know to plan and implement projects. The project initiation and planning process is covered in-depth, culminating in the creation of a project schedule. Learning how to manage business concerns such as cost and risk is balanced by thorough the coverage of best practices in managing people and resources. Students will also learn how to manage change and the steps necessary in closing a project.*

### **Project Management (TPV1)**

Proctored at an authorized Prometric Testing Center, computer-based CompTIA Project+ 2009 exam

### **Sample Learning Resources:**

SkillSoft modules provide text, video and exercises and includes an e-text version of the following text:

Philips, J. (2010). *IT project management: On track from start to finish (3<sup>rd</sup> ed.)*. New York, NY: McGraw-Hill. ISBN: 978-0071700436. (e-text, cost of this resource is included in tuition and fees.

**CompTIA Project+ 2009 PK0-003** provided by uCertify includes a comprehensive Prepkit that contains questions and answers, study notes, interactive quizzes, flash cards and study tips.

## Human Resource Management Domain

Graduates in the Human Resource Management degree program should be able to demonstrate competency in the following areas: compensation and benefits, core knowledge required for human resource professionals, employee and labor relations, human resource development, occupational health, safety and security, strategic management, workforce planning and employment. Students demonstrate a thorough understanding of these concepts by successfully passing the HR industry assessment that matches their professional HR work experience: HRCI's PHR Certification exam or SHRM's Assurance of Learning assessment.

### Human Resource Management Concepts (CHV1)

Proctored, computer-based SHRM Assurance of Learning Assessment objective exam. This is for students with less than four years professional HR work experience.

### Human Resource Management Concepts (BNV1)

Proctored, computer-based HRCI PHR Certification exam. This is for students with four years exempt-level HR work experience.

### Sample Learning Resources:

Skillssoft Human Resource Professional Series

Holmes Corporation: PHR Preparation Materials

Davenport University: HRCI Certification Prep Course

SHRM: Assurance of Learning Assessment Preparation Guidebook

## Graduate Level Business Core Domain

The graduate level business engages students in an integrative, project-based approach to developing managerial competence through direct application of concepts in complex, problem-solving scenarios. Students demonstrate mastery in the following subject matter: leadership and organizational management, innovation, financial analysis, and products and customer relationship management.

### Human Resources

*Focuses on understanding the legal and ethical strategies for managing the human resources in an organization.*

### Cases in Advanced Human Resource Management (HMP1)

Performance assessment

### Sample Learning Resources:

Primis provides an e-text version of the following text:

Bromley, D. (2005). *Cases in advanced leadership and professionalism*. McGraw-Hill. ISBN: 9780390529145. (e-text, cost of this resource is included in tuition and fees)

## Capstone Project

The Capstone Project is the culmination of the student's WGU degree program. It requires the demonstration of competencies through a deliverable of significant scope that includes both a written capstone project and an oral defense.

### **Business - HR Management Capstone Project (QET1)**

The capstone requires students to demonstrate the integration and synthesis of competencies in all domains required for the degree in Human Resource Management. The student produces a business plan for a start-up company that is selected and approved by the student and mentor.

## Portfolio Requirement

The portfolio requirement allows students to demonstrate that they not only possess the competencies of the degree program but also are able to integrate them in practice (through a set of exhibits) and to articulate their application of their academic program to career goals.

### **Business - HR Management Portfolio Requirement (PFHM)**

The portfolio requirement asks students to put together a collection of documents and other exhibits that showcase the student's competencies in the area of human resource management. The exhibits will be composed of academic documents such as papers, projects, and transcripts. Exhibits will also include career documents such as résumés, certificates, and awards. The final component of the portfolio will be an essay that the student writes about their career aspirations and goals.

## Need More Information? WGU Student Services

WGU has a Student Services team dedicated exclusively to helping students achieve their academic goals. The Student Services Office is available during extended hours to assist students with general questions and administrative or accessibility issues. The Student Services team members help students resolve issues, listen to student issues and concerns, and make recommendations for improving policy and practice based on student feedback. The Student Services team provides a formal means by which students can express their views, and those views in turn inform the decisions we make.

Student Services team members also assist students with unresolved concerns to find equitable resolutions. To contact the Student Services team, please feel free to call **(866) 903-0110** or email [\*\*studentservices@wgu.edu\*\*](mailto:studentservices@wgu.edu). We are available **Monday through Friday, 6 AM to 12 AM and Saturday and Sunday, 10 AM to 7 PM, MT.**

If you have inquiries or concerns that require technical support, please contact the WGU IT Service Desk. The IT Service Desk is available **Monday through Friday, 6 AM to 12 AM and Saturday and Sunday, 10 AM to 7 PM, MT.** To contact the IT Service Desk, please call 1-877-HELP-WGU (877-435-7948) and select option 2 or email [\*\*servicedesk@wgu.edu\*\*](mailto:servicedesk@wgu.edu).

For the most current information regarding WGU support services, please visit the "Help" tab on the Student Portal at [\*\*http://my.wgu.edu\*\*](http://my.wgu.edu).