

Colorado BMEF CTE Course – Scope and Sequence

Course Name	Human Resources Management	Course Details	Credits = .5 (Semester) Level 4
		Course = 0.50 Carnegie Unit Credit	
Course Description	Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.		
Note	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competency/performance indicators are covered. Course aligns to CCNS (MAN2000) **Please note: concurrent enrollment must be arranged and approved through your local community college partner.		
SCED Identification # 12058		Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.	
All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at https://www.cde.state.co.us/standardsandinstruction/essentialskills			
REQUIRED COURSE LEARNING OUTCOMES:			
1. Explain the functions of Human Resource Management. 2. Identify approaches to job analysis and design, job descriptions and job specifications. 3. Define the elements of work and job analysis, employee-training needs, and make recommendations for training programs. 4. Identify approaches in designing jobs, descriptions, specifications and evaluating employee performances using performance management tools. 5. Contrast the processes of human resource planning and recruiting, the elements of selection and placement of personnel, and analyzing the different types of interview techniques. 6. Determine the decisions involved in establishing a pay structure. 7. Compare the different forms of compensation and benefit packages. 8. Explain how organizations contribute to workforce job satisfaction and contemporary retention techniques of employees.			

Instructional Unit Topic	Suggested Length of Instruction	CTE or Academic Standard Alignment	Competency / Performance Indicator	Outcome / Measurement	CTSO Integration
1. Introduction to Human Resource Management & Functions	1–2 weeks	National Business Administration Standards (HRM Functions)	Explain HR roles: staffing, training, compensation, compliance	Unit quiz, case study, discussion	FBLA: Introduction to Business Concepts, Organizational Leadership DECA: Principles of Business Administration, Human Resources Management Series
2. HR Vocabulary & Legal/Ethical Foundations	1 week	Employability Skills; Ethics; Workplace Law	Define core HR terminology and employment laws (EEOC, labor laws)	Vocabulary assessment, scenario analysis	FBLA: Business Law, Introduction to Business Procedures DECA: Principles of Finance/Business Ethics, Human Resources Role Play
3. Job Analysis and Job Design	2 weeks	HR Planning & Talent Management Standards	Conduct job analysis; develop job descriptions/specifications	Written job description project	FBLA: Human Resource Management DECA: Human Resources Management Series (HRM), Business Operations Research
4. Workforce Planning & Forecasting	2 weeks	Strategic Planning; Data Analysis Standards	Analyze workforce needs, forecasting, and strategic HR planning	Workforce plan project	FBLA: Management Information Systems, Future Business Leader DECA: Business Operations

					Research Events (BOR), HRM
5. Recruitment Strategies	1–2 weeks	Talent Acquisition & Marketing Integration	Compare recruitment methods (internal/external, digital sourcing)	Recruitment plan and presentation	FBLA: Marketing, Entrepreneurship DECA: Marketing Management Team Decision Making, HRM Series
6. Selection & Placement Processes	2 weeks	HR Selection and Evaluation Standards	Evaluate applications, screening methods, and placement strategies	Resume screening simulation; hiring recommendation	FBLA: Human Resource Management, Business Communication DECA: Human Resources Management Series Event
7. Interviewing Techniques	1 week	Communication Skills; Professional Development	Apply structured, behavioral, and situational interviews	Mock interviews and rubric scoring	FBLA: Public Speaking, Job Interview DECA: Professional Selling, HRM Role Play
8. Training & Development	2 weeks	Workforce Development & Training Standards	Assess training needs; design employee development programs	Training program design project	FBLA: Management, Future Business Leader DECA: Human Resources Management Series, Instructional Area HR
9. Performance Management Systems	1–2 weeks	Evaluation & Data Analytics Standards	Apply performance appraisal tools and feedback processes	Role-play evaluation; written appraisal	FBLA: Human Resource Management, Business Leadership DECA: HRM Series; Business Management &

					Administration
10. Compensation & Pay Structures	2 weeks	Compensation & Benefits Management	Develop pay structures and evaluate compensation strategies	Compensation plan project	FBLA: Accounting, Business Financial Plan DECA: Accounting Applications, HRM Series
11. Benefits & Incentives	1 week	Employee Relations & Retention Standards	Compare employee benefits and incentive programs	Benefits comparison analysis	FBLA: Personal Finance, Business Concepts DECA: Financial Literacy Events; HRM Series
12. Employee Retention & Job Satisfaction	1–2 weeks	Organizational Behavior; Leadership	Analyze retention strategies and workplace culture	Retention strategy presentation	FBLA: Organizational Leadership, Future Business Leader DECA: Entrepreneurship, HRM Series, Principles of Hospitality & Management
13. Capstone HR Simulation Project	2 weeks	Integrated CTE Standards	Apply full HR cycle: job analysis → hiring → training → retention	Capstone portfolio and presentation	FBLA: Future Business Leader, Management Decision Making DECA: Integrated Marketing Campaign, Business Management Team Decision

Academic Standards Alignment

Colorado CTE courses are required to integrate academic and essential skills into course content. The following academic standards have been identified as aligned to this course and should be integrated throughout instruction.

[CO CTE Academic Standards Resources](#) (Rubrics, integration strategies, etc)

[CDE Colorado Academic Standards Online](#) (Online standards lookup tool)

Reading, Writing, & Communicating

Standard 1: Oral Expression and Listening

- **Prepared Graduate 1:** Collaborate effectively as group members or leaders who listen actively and respectfully; pose thoughtful questions, acknowledge the ideas of others; and contribute ideas to further the group's attainment of an objective.
- **Prepared Graduate 2:** Deliver effective oral presentations for varied audiences and varied purposes.

Standard 2: Reading for All Purposes

- **Prepared Graduate 5:** Understand how language functions in different contexts, command a variety of word-learning strategies to assist comprehension, and make effective choices for meaning or style when writing and speaking.

Standard 3: Writing and Composition

- **Prepared Graduate 6:** Craft arguments using techniques specific to the genre.
- **Prepared Graduate 7:** Craft informational/explanatory texts using techniques specific to the genre.
- **Prepared Graduate 9:** Demonstrate mastery of their own writing process with clear, coherent, and error-free polished products.

Standard 4: Research Inquiry and Design

- **Prepared Graduate 10:** Gather information from a variety of sources; analyze and evaluate its quality and relevance; and use it ethically to answer complex questions.

Note: Mathematics and Science standards will be added in the future. Visit the [Colorado Academic Standards](#) page for the most current version.