



# CIAT

CALIFORNIA INSTITUTE OF  
APPLIED TECHNOLOGY



## EARN YOUR DEGREE IN HUMAN RESOURCES MANAGEMENT

Associate of Applied Science in Human Resources Management

### Program Overview

The Associate of Applied Science in Human Resource Management program is tailored to prepare students for successful careers in HR. It covers a comprehensive curriculum addressing various aspects of HR management, including onboarding, training, employee retention, ethical management, and legal compliance. Students develop essential skills such as communication, problem-solving, and critical thinking to tackle HR challenges. The program emphasizes a strategic perspective, aligning HR strategies with organizational goals.

Graduates are qualified for entry-level HR positions and may pursue certifications like HRCI aPHR. Potential roles include HR Coordinator, HR Assistant, HR Manager Assistant, and Personnel Coordinator, contributing to organizational success by managing and supporting the workforce.



17 Courses



Industry Certification



2 Years

75% Technical Courses 25% General Education Courses

### Entry Requirements:

High School Diploma or GED \*Transfer credits may be accepted.

### Degree + Certifications

Employers in this field expect more than just a degree. Earn industry certifications along the way to strengthen your resume and show off your skills.

Earn your industry certifications *while* earning your degree, and graduate career-ready:

- ✓ Complimentary exam vouchers
- ✓ Unlimited exam attempts\*
- ✓ Test preparation software

### CIAT Virtual Classroom



#### Personalized Learning

Small class sizes led by industry experts for a hands-on personalized learning experience



#### Accelerated, Immersive Online Courses

Accelerated 5-week live immersive classes keep you focused on learning one topic at a time.



#### Real-World Career Preparation

Classes are designed to boost your technical confidence and ensure you graduate career-ready.



We have high standards and we believe you should too. CIAT has proudly earned accreditation from the Accrediting Council for Continuing Education & Training (ACCET) listed by the U.S. Department of Education as a nationally recognized accrediting agency.

Contact Us



(877) 559-3621



ciat.edu



info@ciat.edu



## Your Path to Success Starts Here

In today's fast-paced business environment, effective human resources management is critical to the success of any organization. It's not just about hiring and managing employees; it's about creating a positive work environment, fostering employee engagement, and aligning HR strategies with the organization's goals.

At CIAT, you can earn more than just a human resources management degree: you can gain expertise, marketable skills, and in-demand industry certifications that will help you stand out in today's job market. We offer flexible, live online classes that are perfect for working adults, one-on-one tutoring, unlimited access to workshops and support, and personalized career services, to help you achieve your academic and professional goals.

## Our Career Services Team



### Who We Are

We are a team of dedicated professionals with extensive experience in career advising and development.



### Why We're Different

We offer personalized career support designed to meet your unique needs. We prioritize relationship-building and offer ongoing support at every stage of your career journey.



### How We Help

We offer a wide range of services including resume writing, interview preparation, career exploration, and more.



### Our Goal

To empower our students for lifelong career success by providing comprehensive support and resources for their professional development.

## Financial Aid Options

### Federal Grants & Loans\*

- FAFSA

### Military Benefits

- Post 9/11 GI Bill® Benefits\*
- Yellow Ribbon Program
- Active Duty Tuition Assistance
- Military Spouse Funding (MyCAA)
- Vocational Rehab & Employment

### Private Loans

- Sallie Mae
- Flexible monthly payment plans

### Scholarships

- Merit-based & Financial Need Scholarships
- Industry Scholarship
- Women in Tech Scholarship

**TUITION: \$42,240**

\* GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>. CIAT is approved to offer VA benefits. \*Financial aid is available for those who qualify. \*Students are encouraged to take certification exams while actively enrolled in their Certificate or Degree program. Unlimited certification exam attempts expire 180 days after graduation. Select exams are not eligible for unlimited retakes - see certification exam policy for details. Certifications or courses may change to address industry trends or improve quality.

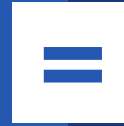




**Degree**



**Certifications**



**Student Success**

## The 3 Steps to Student Success:

Employers hiring for IT positions today demand more than a degree, they expect candidates to come with resumes stacked with industry certifications. Getting certified helps you stay ahead of your competition, position yourself for higher salaries, and demonstrate to your employer that you have the skills needed for the job. At CIAT, we do everything we can to help you get certified, which includes extending our one-of-a-kind unlimited certification policy to all eligible, active students.

**1**

### Coursework

Learn from industry-certified instructors through live classes and hands-on labs. Build your technical skills and conquer the technical concepts before you prepare for the exam.

### Study for Certification Exam

Our most successful students study several hours each week on top of their coursework to prepare for certification exams. CIAT provides complimentary 4 day bootcamps during term breaks, practice exam software, workshops, and live test prep tutoring for all students.

**2**

**3**

### Pass Certification Exam

Once you reach 90% or higher on two practice exams, you are ready to take the exam. You will receive a voucher from CIAT, schedule your exam, and report your results to CIAT. If you fail your exam, CIAT offers an unlimited certification exam policy to all eligible students for up to 180 days after graduation to take the exam as many times as needed in order to pass.

*\*Most exams in the CIAT curriculum are included in our unique Unlimited Certification Exam Policy. A few exclusions do apply.*



## Why Earn Industry Certifications?

Employers hiring for IT positions today demand more than a degree, they expect candidates to come with resumes stacked with industry certifications. Getting certified helps you:

- Enhance your resume
- Be more competitive in the job market
- Earn higher salaries
- Demonstrate your skills and value to your employer



## The CIAT Approach:

Industry certification exams are difficult exams, and many students do not pass on their first attempt. To help student success rates, we encourage all students to study several hours each week on top of their courses and take advantage of CIAT's complimentary support and unlimited number of exam vouchers. CIAT offers:

- Certification workshops
- Complimentary 4 day bootcamps during term breaks
- Live test prep tutoring
- Practice exam software
- Unlimited certification exam policy

## Industry Certifications:

**Associate of Applied Science in Human Resources Management**



## ASSOCIATE OF APPLIED SCIENCE IN HUMAN RESOURCES MANAGEMENT

|                   |  |
|-------------------|--|
| <b>PROGRAM ID</b> | #AASHRM  |
| <b>LENGTH</b>     | 85 Weeks, SOC Code: 30.7101                    |
| <b>CREDITS</b>    | 64 Semester (360 Lab Hours; 780 Lecture Hours) |

### ASSOCIATE DEGREE - CORE COURSES

48 SEMESTER CREDITS REQUIRED

| ID             | CLASS   | CREDITS  |
|----------------|---|----------|
| <b>CIS100A</b> | Computer Fundamentals   | <b>4</b> |
| <b>BAM102</b>  | Introduction to Spreadsheets and Understanding Data               | <b>4</b> |
| <b>BAM103</b>  | Effective Presentations   | <b>4</b> |
| <b>HRM102</b>  | Emotional Intelligence  | <b>4</b> |
| <b>HRM103A</b> | Employment and Labor Law, Part 1                                  | <b>4</b> |
| <b>HRM103B</b> | Employment and Labor Law, Part 2                                  | <b>4</b> |
| <b>HRM104</b>  | Talent Acquisition  | <b>4</b> |
| <b>BAM109</b>  | Navigating The Modern Workforce - Diversity, Culture, Generations | <b>4</b> |
| <b>HRM105</b>  | Strategic Training and Development                                | <b>4</b> |
| <b>HRM100A</b> | Human Resource Management, Part 1                                 | <b>4</b> |
| <b>HRM100B</b> | Human Resource Management, Part 2                                 | <b>4</b> |
| <b>BAM106</b>  | Organizational Behavior for Managers                              | <b>4</b> |

## ASSOCIATE DEGREE - GENERAL EDUCATION COURSES

30 SEMESTER CREDITS REQUIRED

\*Course order will vary. If credits are not fulfilled, GE courses are required throughout your program, cannot be pushed to the end of the program, and will be scheduled based on availability.

### ENGLISH LANGUAGE, COMMUNICATION AND CRITICAL THINKING

6 SEMESTER CREDITS MINIMUM REQUIRED

|               |                                |          |
|---------------|--------------------------------|----------|
| <b>ENG200</b> | Technical Writing              | <b>3</b> |
| <b>ENG201</b> | Science Fiction and Technology | <b>3</b> |

### MATHEMATICAL CONCEPTS AND QUANTITATIVE REASONING

7 SEMESTER CREDITS MINIMUM REQUIRED

|               |                 |          |
|---------------|-----------------|----------|
| <b>MTH105</b> | College Algebra | <b>3</b> |
| <b>MTH201</b> | Pre-Calculus    | <b>4</b> |
| <b>MTH205</b> | Calculus 1      | <b>4</b> |

### SOCIAL AND BEHAVIORAL SCIENCES

3 SEMESTER HOURS MINIMUM REQUIRED

|               |                            |          |
|---------------|----------------------------|----------|
| <b>SBS110</b> | Introduction to Psychology | <b>3</b> |
| <b>SBS120</b> | Sociology                  | <b>3</b> |

### PERSONAL AND PROFESSIONAL DEVELOPMENT

5 SEMESTER HOURS MINIMUM REQUIRED

|               |                                       |          |
|---------------|---------------------------------------|----------|
| <b>PPD300</b> | Critical Thinking and Problem Solving | <b>3</b> |
| <b>PPD305</b> | Career and Technology                 | <b>2</b> |

Graduation requirements:

- 80% or higher cumulative attendance
- 2.0 or higher cumulative GPA

## **ACCREDITATION, APPROVALS AND AFFILIATIONS**

CIAT is accredited by the Accrediting Council for Continuing Education and Training (ACCET). ACCET is listed by the U. S. Department of Education as a nationally recognized accrediting agency.

BPPE Approval California Institute of Applied Technology is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

California Institute of Applied Technology is a private institution officially authorized to operate by the New Mexico Higher Education Department. This approval signifies that we adhere to the department's minimum standards for operation.

## **CREDIT SYSTEM**

Credit Hour Definition: One credit hour is equivalent to one hour of classroom instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or the equivalent amount of work over a different amount of time.

## **COURSE NUMBERING SYSTEM**

100-299: Lower-Division Undergraduate Courses 300-499: Upper-Division Undergraduate Courses