

**Sample Schedule and Class Descriptions:**

**Year 1**

**Fall Quarter**

<b>Courses</b>	<b>Units</b>	<b>Aspect of Program</b>
Psychology of Learning	4	Psychology
Multicultural Studies	4	General Education
Statistics and Research Methods	4	Psychology
Organizational Development	4	Business

**Winter Quarter**

Motivation and Work Satisfaction	4	Business
Social Psychology	4	Psychology
Theories of Personality and Assessment	4	Psychology
Fundamentals of Management	4	Business

**Spring Quarter**

Philosophy (Ethics)	3	General Education
Employee Relations and Interpersonal Skills	4	Business
Human Resource Management	4	Business
Development Psychology	4	Psychology
<b>Total</b>	<b>47</b>	

**Fall Quarter**

Psychology of Learning 4 Units

This course provides students with an understanding of the scientific investigation of learning. Both experimental and related theoretical developments are considered, as well as application of the basic principles of learning and memory. Current theories of classical and operant conditioning, social learning theory, memory, cognitive and neural organization of learning and memory, systems of incentive and disincentive, and related concepts will be explored.

Multicultural Studies 4 Units

This course explores the social construction of race, ethnicity, and gender in international and historical perspective. Each of these three kinds of hierarchical difference joins together a set of ideas about natural and cultural essences that serve to define and justify social boundaries. This course will survey the evolving theories of race, ethnicity, and gender among anthropologists, historians, and other scholars over the past three decades. And it will examine the role that these social constructs play in society and the work place.

Statistics and Research Methods 4 Units

This course provides students with an introduction to statistics for the social sciences and introduces the investigative designs and methods used in psychological research. Issues involved in the design of non-experimental and experimental methods of research, collection, analysis and interpretation of data, particularly in work environments will be explored. Students will be taught to read and understand research reports. They will conduct a research project and produce a written report.

Organization Development 4 Units

This course explores the issues facing organizations in today's world. Topics include research and theories on what constitutes a healthy organization; how employees can grow and learn in the organization; and organization systems. Students will gain insights, assessment tools, and techniques to enable them to analyze an organization's development and intervene in addressing organizational issues.

Total 16 units

### **Winter Quarter**

Motivation and Work Satisfaction 4 Units

This course explores Maslow and other theories of motivation and its application to the work environment. Students will learn techniques in motivating employees, designing reward system and creating a work place environment that fosters work satisfaction. This course will introduce assessment tools to measure job satisfaction and research findings applicable to increasing job satisfaction.

Social Psychology 4 Units

In this course students learn the scientific investigations of social behavior, including the theory and empirical research in social psychology: conformity, obedience, helping, aggression; attitudes, persuasion and influence, identity and roles; person perception, attribution, social judgment; interpersonal inter-group relationships and conflict, prejudice, stereotyping. Students will explore the implications of these concepts for explaining current social phenomena and their application to organizations and business environments.

Theories of Personality and Assessment 4 Units

This course will introduce students to the major theoretical perspectives for understanding personality. They will be exposed to a variety of competing paradigms on personality, e.g., trait theories, psychoanalytical theories, humanistic and cultural theories, learning theories, and cognitive theories. Students will be shown how to use these theories to understand human behavior in their personal and professional lives. Students will also be introduced to the methods of personality assessment, particularly those used to assist individuals in making career decisions and those used in employee selection.

Fundamentals of Management 4 Units

This course will provide an introduction to the history of management, and explore theories of management and leadership. It will also explore effective management characteristics and practices in successful organizations. Students will have a case study that involves learning about a current company and its best management practices. Students will also learn about the issues, challenges and requirements faced by the leaders of today and in the future.

Total 16 Units

### **Spring Quarter**

Developmental Psychology 4 Units

This course explores psychological development from birth to adulthood. Infancy and the early and middle childhood years are explored, followed by examining adolescence, early, middle and late adulthood. Topics include: the principles and theories of development; physical, intellectual, and social development; identity; sexuality; changing in work and social contexts and life transitions. Theories of career and professional development will be explored in relation to today's rapidly changing global economy and the changing work environment.

Philosophy of Ethics 3 Units

This course provides an introduction to moral philosophy and ethics. Students will examine problems that arise when individuals and organizations make moral decisions. Students will also consider several historically important and still prominent theoretical approaches to ethics that attempt to provide systematic procedures for answering questions about right and wrong. Students will learn from case studies of organization ethics and gain insights from real organizational practices when facing ethical issues.

Employee Relations and Interpersonal Skills

4 Units

This course explores how human beings relate to one another. It provides students with the skills that are needed to promote healthy and constructive relationships in the work place. Students will learn and practice communication skills, including listening skills, effective skills in relating to others and conflict management assessment tools. They will explore ways to maintain and foster constructive relationships at work and in social situations.

Human Resources Management

4 Units

This is a course in applied organization psychology. It examines the principles of human resource management in today's dynamic work place. It will explore the areas of organizational learning, recruitment, job design, performance appraisal, labor relations including regulations that pertain to labor issues, training and the development of different levels of employees.

Total 16 Units

Year 2

**Fall Quarter**

**Courses**

	<b>Units</b>	<b>Aspect of Program</b>
Writing and Communication Skills	4	Psychology
Staffing, Compensation and Financial Planning	4	Business
Health and Wellness	3	General Education
Normal and Abnormal Behavior	4	Psychology

**Winter Quarter**

Performance Development and Management	4	Business
Team Development	4	Business
Creative Training Skills	4	Business
Final Business Psychology Project (Part 1)	4	Psychology

**Spring Quarter**

Personality and Change Management	4	Business
International Political Economy	4	General Education
Final Business Psychology Project Paper and Presentation	4	Psychology
<b>Total</b>	<b>43</b>	

**Fall Quarter**

Psychological Writing and Communication Skills

4 Units

This course will help students develop their writing, reading, and critical thinking skills. They will learn literature search skills and how to use information technology. Students will be taught how to interpret reports, synthesize findings from several reports, draw conclusions and write these up using APA style. They will also be taught how to create power point presentations and to use these when giving oral reports. They will develop their resume and interviewing skills.

Staffing, Compensation and Financial Planning

4 Units

This course introduces financial planning and management that relates to human resources. Students will learn the fundamentals of finance and its relationship to the values and decision making process in an organization. They will also learn how financial planning impacts the way an organization's hiring and compensation practices are handled and their influence on employee behavior. Students will analyze

salary data, compensation surveys and design compensation procedures allowing an organization to achieve higher human and organizational performance.

#### Health and Wellness

3 Units

This course is designed to provide students with the knowledge and research findings on impact of health and wellness on employees. It will cover the business aspects of Corporate Health Improvement Programs and its return on investment for companies, as well as their effect on employee productivity, and effectiveness. The class will also discuss impacts of burn out in the workplace and provide practical techniques on how to manage stress in the workplace and in everyday life. Students will explore the impact of health and wellness programs for employers by way of cases studies.

#### Normal and Abnormal Behavior

4 Units

This course examines the classification system for understanding abnormal behavior and will examine the major categories of psychological disorders, their symptoms and treatments. Major theories about the development of psychological disorders will be explored: psychodynamic, behavioral, cognitive, humanistic, and biological.

Total 15 Units

### **Winter Quarter**

#### Performance Development and Management

4 Units

This course teaches students how to develop and implement an effective performance appraisal system. Students will explore various methods of evaluation for employees and leadership in profit and non-profit organizations. These will include 360 degree feedback tools, behavior styles of assessment and annual performance review. Students will learn how and when to use these tools effectively and to interpret their results and provide constructive feedback for performance improvement.

#### Team Development

4 Units

This course introduces students to the four stages of team development and the elements of effective team work. Students will examine obstacles to the formation of teams and the negative side of teams. The class work will include learning how to use assessment tools to measuring effective teamwork and to analyze results. Students will also practice effective teamwork in the classroom by working on team projects and presenting the results to the class.

#### Creative Training Skills

4 Units

This course provides opportunities for students to gain practical experience conducting effective training in front of the class. It will provide techniques for developing training programs, delivering training and evaluating training effectiveness. Each student will develop a training program and give a short training session in a safe classroom environment. They will receive constructive feedback to gain confidence in training small groups.

#### Final Business Psychology Project (Part 1)

4 Units

Students select a subject which the program has covered and they will develop a case study with profit or non-profit organization with advisor's and professor's approval. Students will observe, investigate or take part in one of the business psychology issues that this organization is dealing with, e.g., how organizations implement a human resource policy or change, what is the process, leadership's role and behavior that is observed, what are some of the best practices or obstacles and apply the theories

learned to explore solutions of the issue(s). Readings and lectures will provide materials to assist students in developing their project.

Total 15 Units

### **Spring Quarter**

#### **Personality and Change Management**

4 Units

This course is designed to examine how different personalities cope with change and the theories about change management. It will introduce students to the major theoretical perspectives and fundamental principles of human personality in regards to organizations and change, and it will discuss cases in the high technology environment and the implications of these cases for organizations wishing to manage change effectively.

#### **International Political Economy**

4 Units

Students will explore political and economic issues facing today's dynamic global environment. Globalization refers to a variety of political, economic, cultural, and social changes that are currently transforming the world. Countries and economies are increasing becoming more interconnected by flow of information, trade, money, immigrants, technology, and culture. Students will learn what globalization is and how it is affecting the skills, attitudes and behaviors that are needed in the workplace.

#### **Final Business Psychology Project Paper and Presentation**

4 Units

Students will work on and present the findings from the research project with a profit or non-profit organization. They will use APA style when writing their Final Business Psychology Project. The students' papers shall demonstrate their understanding of the human resources and behavioral issues in an organization. They will reflect the extent of their understanding and integration of theories and best practices, and their capacity to make realistic and relevant recommendations to the organization and for future research. The students will share their projects with each other by organizing a professional presentation of their projects, and their professors, the program director and business leaders will be invited to participate and to evaluate the students' presentation.

Total 12 Units