COURSE INFORMATION FORM

DISCIPLINE: Business Administration

COURSE TITLE: Human Resources Management

CR.HR  3    LECT HR.  3    LAB HR.    CLIN/INTERN HR.    CLOCK HR.

CATALOG DESCRIPTION
This course provides an overview of the human resources management functions within an organization and the human resources management profession generally.

PREREQUISITES
None

EXPECTED STUDENT OUTCOMES IN THE COURSE
Upon completion of this course, the student will be able to:

1. Determine the human resources needs of an organization.
2. Apply human resources law in an employment setting.
3. Analyze tasks and design job descriptions.
4. Classify jobs within organization.
5. Analyze compensation data and design compensation systems for the organization.
6. Design and implement a benefits plan for the organization.
7. Apply the concepts of equal employment opportunity.
8. Prepare appropriate recruitment tools such as advertisements and postings.
9. Participate in the process of selecting of human resources.
10. Design and implement a training plan for an organization including the orientation of new employees.
11. Design and implement a performance evaluation program.
12. Administer an organization’s safety program.
14. Design and implement an employee disciplinary process.
15. Design and implement a human resources information system.
CLASS-LEVEL ASSESSMENT MEASURES

Student accomplishment of expected student outcomes will be assessed using the following measures. (Identify which measures are used to assess which outcomes.)

1. Quizzes
2. Examinations (ESO 1-15)
3. Class participation (ESO 1-15).

PROGRAM-LEVEL OUTCOMES ADDRESSED

General Education Outcomes
Specify which general education outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes and assessment measures.

Occupational Program Outcomes
Specify which occupational program outcomes, if any, are substantially addressed by the course by completing the “Course/Program Assessment Matrix” to show the relationship between course and program outcomes to assessment measures.
Individual instructors may order this outline as fits the needs of their individual courses. In addition, they may place more emphasis on some areas than on others. What is assured is that this particular list is covered in the course. Other topics may be added to a course as the instructor sees fit, and as time and interest allow. An *asterisk can be used to mark an item as optional.

I. The changing nature of human resources management
   A. From support authority to line authority
   B. Human resource information systems
   C. Risk management

II. Strategic human resources management
   A. Organizational goals vs human resources planning
   B. Responding to new challenges

III. Individual performance and retention
   A. Attracting and selecting the right employees
   B. Motivation and reward systems

IV. The legal framework for human resources management
   Federal, state and local legislation

V. Managing diversity and equal employment
   A. Insuring equality of opportunity in the workplace
   B. The challenges of employment diversity

VI. Job analysis, design and classification
   A. Various job analysis techniques
   B. Job design with performance in mind
   C. Establishing internal equity through job classification

VII. Recruiting of employees
   A. What do you have to offer?
   B. Where to look?

VIII. Selecting and placing human resources
   A. The right questions
   B. How to compare individuals
   C. Determining the right person/job fit

IX. Training and developing human resources
   A. New employee orientation – the right start
   B. Training needs analysis
   C. Measurement of training results

X. Performance management and appraisal
A. Communication of expectations
B. Performance appraisal – an ongoing process