

BUS 153 Human Resource Management

COURSE DESCRIPTION:

Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test

Corequisites: None

Course description. This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

Course Hours Per Week: Class, 3. Semester Hours Credit, 3.

LEARNING OUTCOMES:

Upon completing requirements for this course, the student will be able to:

1. Acquire and exhibit an understanding of the important role that human resources plays in an organization.
2. Acquire and exhibit an understanding of recruiting, selecting, hiring, compensating, appraising, training, developing, reprimanding, promoting, demoting and firing employees.
3. Acquire and exhibit an understanding of laws affecting employees and potential employees.
4. Acquire and exhibit an understanding of problems that the human resources department faces and the knowledge to develop sound solutions to those problems.

OUTLINE OF INSTRUCTION:

- I. Introduction to Human Resource Management
 - A. Human resource management defined
 - B. Composition of the human resource department
 - C. Trends in human resource
- II. Equal Opportunity & The Law
 - A. Equal opportunity-based laws
 - B. Defense against discrimination allegations
 - C. Managing diversity
- III. Human Resource Management Strategy
 - A. Strategic planning defined
 - B. Types of strategies
 - C. The strategic planning processes
- IV. Job Analysis
 - A. Job analysis defined & its purpose
 - B. Conducting job analysis
 - C. Explanation of job description, job specifications & their purpose

- V. Recruiting
 - A. Forecasting workforce needs
 - B. Identifying internal and external sources for candidates

- VI. Employment Testing & Selection
 - A. Tests validity
 - B. Types of employment tests
 - C. Background checks & other selection methods

- VII. Interviewing
 - A. Interview types
 - B. Errors that can undermine the interview
 - C. Conducting an effective interview

- VIII. Performance Management & Appraisal
 - A. Performance management & performance appraisal defined
 - B. The performance appraisal process
 - C. Methods for conducting performance appraisals
 - D. Appraisal problems due to rater error

- IX. Career Management
 - A. Employee engagement
 - B. Facilitating employees' movement through the organization from start to exit

- X. Compensation & Benefits
 - A. Compensation & benefits defined
 - B. Compensation policies
 - C. Compensation methods & associated issues
 - D. Types of benefits

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.