

I. COURSE INFORMATION

- A. Business 206 Human Resource Management
- B. 3 credit hours
- C. Valentine, Meglich, Mathis, and Jackson. *Human Resource Management*. Massachusetts: Cengage, 2020
- D. Prerequisites: None

II. COURSE DESCRIPTION

This course provides a survey of personnel policies, including selection, placement, training, and promotion of employees. Course activities will emphasize recent trends in employment practices of business enterprises with special emphasis placed on training, and retraining programs designed to adapt workers to technological change.

III. LEARNING OUTCOMES

- A. Define human resource management (HRM) and the functions of HRM
- B. Define equal employment opportunity and the laws involved to enforce
- C. Discuss equal employment opportunity commission (EEOC) compliance
- D. Define basic terminology of HRM: job analysis, job design, job description and job specification
- E. Define human resource planning (HRP) and describe the steps of the HRP process
- F. Explain personnel recruitment and obtaining qualified personnel
- G. Outline the steps in the personnel selection process
- H. Define orientation and training
- I. Describe the management development process and objectives
- J. Define career development and summarize its major objectives
- K. Understand performance appraisal and methods
- L. Define organizational rewards and the ability to relate rewards to performance
- M. Define base wages and salaries and state the objective of any base wage and salary system
- N. Explain the two basic requirements of an effective incentive plan
- O. Describe employee benefits and their requirements
- P. State the purpose of Occupational Safety and Health Act (OSHA) and discuss its major provisions
- Q. Explain employment at will and causes of disciplinary action

IV. MAJOR CONTENT AREAS

- A. Functions of human resource management
- B. EEOC compliance
- C. Personnel recruitment and training
- D. Performance appraisal and discipline
- E. Employee benefits
- F. OSHA regulations

V. ASSIGNMENTS (may include but are not limited to)

- A. Class discussions
- B. Projects
- C. Quizzes and exams

VI. EVALUATION METHODS (may include but are not limited to)

- A. Assignments
- B. Quizzes and exams
- C. Projects
- D. Participation and attendance