

11/28/2022 DATE

 REQUIRED COURSE  
 ELECTIVE COURSE

 Business DIVISION  
 NEW COURSE  
 REVISION

# Lake Land College

## Course Information Form

COURSE NUMBER:	BUS-290	TITLE: (30 Characters Max)		Human Resource Management							
SEM CR HRS:	3	Lecture:	3	Lab:	0	ECH:	3				
Course Level:	<input type="checkbox"/> Gen Ed / IAI <input checked="" type="checkbox"/> Baccalaureate /Non-IAI		<input type="checkbox"/> Career/Technical <input type="checkbox"/> Dev Ed/ Not in Degree Audit		Clinical Practicum:	0	Work-based Learning	0	WBL ECH:	0	
COURSE PCS #	11.521001		IAI Code				Contact Hours (Minutes Per Week)				
Repeatable (Y/N):	Y	Pass/Fail (Y/N):	N	Variable Credit (Y/N):	N	Min:	Max:	16 Wks	150	8 Wks	300
Prerequisites:	BUS-142 Introduction to Business or consent of instructor										
Catalog Description: (40 Word Limit)	Examines the managerial processes of planning, developing, and controlling human resources within the organization. Special emphasis will be placed on the areas of recruiting, selection, training, labor relations, salary, and benefit administration. Transfers as elective credit only.										

List the Major Course Segments (Units)		Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Work-based Learning
1	Human Resource Management Overview	3			
2	Strategic Human Resource Management	3			
3	Equal Employment Opportunity: Legal Aspects	3			
4	Global Human Resource Management	3			
5	Human Resource Planning	3			
6	Job Analysis and Design	4			
7	Recruitment	2			
8	Selection	3			
9	Performance Evaluations and Management	3			
10	Compensation: An Overview	3			
11	Compensation: Methods and Policies	3			
12	Employee Benefits	2			
13	Training and Development	2			
14	Career Planning and Development	2			
15	Managing Employee Discipline	2			
16	Labor Relations	2			
17	Employee Safety and Health	2			
<b>TOTAL</b>		<b>45</b>	<b>0</b>	<b>0</b>	<b>0</b>

### EVALUATION

QUIZZES	<input checked="" type="checkbox"/>	EXAMS	<input checked="" type="checkbox"/>	ORAL PRES	<input checked="" type="checkbox"/>	PAPERS	<input checked="" type="checkbox"/>
LAB WORK	<input type="checkbox"/>	PROJECTS	<input type="checkbox"/>	COMP FINAL	<input type="checkbox"/>	OTHER	<input type="checkbox"/>

### COURSE MATERIALS

TITLE:	Human Resource Management
AUTHOR:	Gary Dessler
PUBLISHER:	Prentice Hall
VOLUME/EDITION/URL:	13th Edition
COPYRIGHT DATE:	2013

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		<i>The student will be able to:</i>
Human Resource Management Overview	3	1. Define the term human resource management. 2. Describe the strategic importance of human resource management. 3. Explain what career opportunities are available in the HRM field.
Strategic Human Resource Management	3	1. Explain the internal and external forces affecting HRM problems. 2. Discuss the role of HRM in strategic planning. 3. Identify how HRM activities contribute to a firm's productivity.

Equal Employment Opportunity: Legal Aspects	3	<ol style="list-style-type: none"> <li>1. Determine three major reasons why equal employment opportunity (EEO) programs have evolved.</li> <li>2. Describe two major criteria to determine EEO and affirmative action (AA) compliance.</li> <li>3. Explain the term discrimination.</li> <li>4. List the anti-discrimination law enforcement agencies.</li> <li>5. Outline how to implement an AA program.</li> </ol>
Global Human Resource Management	3	<ol style="list-style-type: none"> <li>1. Describe the trend toward globalization.</li> <li>2. Discuss the role of culture in HRM practices in global organizations.</li> <li>3. Identify critical HRM issues faced by multi-national and global organizations when they conduct business in the international marketplace.</li> </ol>
Human Resource Planning	3	<ol style="list-style-type: none"> <li>1. Discuss the importance of human resources (HR) planning and describe critical linkages to strategic planning.</li> <li>2. Describe how managers forecast demand for and analyze supply of human resources (HR).</li> </ol>
Job Analysis and Design	4	<ol style="list-style-type: none"> <li>1. Define the terms job analysis, job description, and job specification.</li> <li>2. Illustrate the uses of job analysis information.</li> <li>3. Describe four job analysis methods.</li> </ol>
Recruitment	2	<ol style="list-style-type: none"> <li>1. Discuss how to develop an effective recruiting program.</li> <li>2. Describe the recruiting process: who does it, how recruiters do it, and where they find recruits.</li> <li>3. Define what is meant by a realistic job preview.</li> <li>4. Discuss different strategies that organizations might use to recruit blue-collar, white-collar, managerial, and professional applicants.</li> </ol>
Selection	3	<ol style="list-style-type: none"> <li>1. Define the steps in the selection process.</li> <li>2. List what selection criteria are available and how they can be used to make selection more effective.</li> <li>3. Describe how to use selection tools such as interviews and biodata more effectively.</li> <li>4. Compare the different types of validity—content, construct, and criterion-related.</li> <li>5. Discuss the value of controversial selection methods such as drug testing and integrity testing.</li> </ol>
Performance Evaluations and Management	3	<ol style="list-style-type: none"> <li>1. Define the terms performance management and performance evaluation.</li> <li>2. Discuss various types of rating errors that can occur in performance evaluation programs.</li> <li>3. Compare the advantages of various performance evaluation techniques.</li> </ol>
Compensation: An Overview	3	<ol style="list-style-type: none"> <li>1. Define compensation and differentiate among direct financial compensation, indirect financial compensation, and non-financial rewards.</li> <li>2. Describe the strategic importance of HRM activities performed in organizations.</li> <li>3. Explain the seven criteria for judging the effectiveness of compensation policy.</li> <li>4. Explain how compensation systems relate to employee motivation, productivity, and satisfaction.</li> <li>5. Explain how external and internal factors relate to a firm's compensation policy.</li> </ol>

Compensation: Methods and Policies	3	<ol style="list-style-type: none"> <li>1. Describe how individual pay is determined.</li> <li>2. Define variable pay and discuss the various incentive programs that can be used in such a system.</li> <li>3. Explain why merit pay may cause employees to compete rather than cooperate.</li> <li>4. Compare the various gainsharing systems.</li> <li>5. Recognize the significant changes in and learn to differentiate among these innovations: skill based, knowledge-based, credential-based, and feedback, and competency-based pay.</li> <li>6. Discuss the controversy caused by the pay differential gap between executives and workers.</li> <li>7. Describe such pay issues as secrecy, security, and compression.</li> </ol>
Employee Benefits	2	<ol style="list-style-type: none"> <li>1. Define indirect financial compensation.</li> <li>2. Explain why organizations provide benefits and services to employees.</li> <li>3. Differentiate between mandated and voluntary benefits.</li> <li>4. Describe the various types of benefits and services offered by most U.S. companies.</li> <li>5. Explain how to manage an effective benefit program.</li> </ol>
Training and Development	2	<ol style="list-style-type: none"> <li>1. Define training and learning.</li> <li>2. Describe the characteristics of an orientation program.</li> <li>3. Explain the role a performance analysis can play in identifying employees' needs for training.</li> <li>4. Discuss the differences among development programs targeted for individuals, for groups, and for the total organization.</li> </ol>
Career Planning and Development	2	<ol style="list-style-type: none"> <li>1. Define the term career.</li> <li>2. Describe the potential organizational benefits that can result from mentoring relationships.</li> <li>3. Explain why organizations need to be concerned about dual-career couples.</li> </ol>
Managing Employee Discipline	2	<ol style="list-style-type: none"> <li>1. List four behavioral categories of difficult employees.</li> <li>2. Describe steps that can be taken to prevent theft by employees.</li> <li>3. Discuss the elements of a disciplinary system.</li> <li>4. Define employment at will.</li> </ol>
Labor Relations	2	<ol style="list-style-type: none"> <li>1. Define labor relations, labor union, and collective bargaining.</li> <li>2. Outline the history of unions in both the private and public sectors.</li> <li>3. Explain the role of the legal system in creating the labor relations climate in the United States.</li> <li>4. Discuss the structure and management of unions in the United States.</li> <li>5. Describe the union organization and collective bargaining process.</li> <li>6. Explain how a grievance system is part of administering and interpreting a labor agreement.</li> </ol>
Employee Safety and Health	2	<ol style="list-style-type: none"> <li>1. Define safety and health hazards.</li> <li>2. Discuss the causes of work-related accidents and illnesses: the task to be done, the working conditions, and the nature of the employee.</li> <li>3. Explain the legal environment of occupational health and safety regulations, including OSHA and its proposed amendments.</li> <li>4. Discuss the impact of stress, violence, IEQ, AIDS, and repetitive motion injuries on the workplace.</li> </ol>

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	• Discuss the major equal employment opportunity laws that impact the 21st century workplace.
	• Describe the critical steps involved in an effective employee recruitment and selection effort.
	• Describe the methods and policies associated with employee compensation.
	• Explain the internal and external forces affecting an organization's HRM problems.

\* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.