

# Human Resource Management

## Course Design

### 2005-2006

#### **Course Information**

|                                 |  |
|---------------------------------|--|
| <b>Organization</b>             | Eastern Arizona College                    |
| <b>Division</b>                 | Business                                   |
| <b>Course Number</b>            | BUS 221                                    |
| <b>Title</b>                    | Human Resource Management                  |
| <b>Credits</b>                  | 3  |
| <b>Developed by</b>             | Mark Anderson                              |
| <b>Lecture/Lab Ratio</b>        | 3 Lecture/0 Lab                            |
| <b>Transfer Status</b>          | ASU: Elective; NAU: Elective; UA: Elective |
| <b>Activity Course</b>          | No   |
| <b>CIP Code</b>                 | 52.0100                                    |
| <b>Assessment Mode</b>          | Pre/Post Test (25 Questions/50 Points)     |
| <b>Semester Taught</b>          | Fall                                       |
| <b>GE Category</b>              | None                                       |
| <b>Separate Lab</b>             | No   |
| <b>Awareness Course</b>         | No   |
| <b>Intensive Writing Course</b> | No   |

#### **Prerequisites**

None

#### **Educational Value**

A. TO GENERAL EDUCATION: Acquaints the student with important human resource concepts that are ever-present in today's work environment. The course introduces concepts which will help the student understand these forces.

B. TO MAJOR / PROGRAM: Required for the Retail Management Certificate. It also serves as an option choice for several other occupational programs.

C. OTHER: The principles learned in this course assist students in understanding and managing one's own personal day-to-day affairs.

#### **Description**

Human resource theory and practice, planning, recruitment, placement, employee development, evaluation, benefits and services, health and safety, and employee relations.

#### **Supplies**

None

## **Competencies and Performance Standards**

### **1. Analyze the strategic role of human resource management**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Examine the concepts involved in the strategic role of human resource management
- b. Analyze equal opportunity and the law

#### **Performance Standards**

*Competence will be demonstrated:*

- on satisfactory completion of "hands on" activities
- on satisfactory completion of review questions
- on satisfactory completion of written exam

*Performance will be satisfactory when:*

- learner examines the concepts involved in the strategic role of human resource management
- learner analyzes equal opportunity and the law

### **2. Characterize human resource recruitment and placement**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Develop a job analysis
- b. Examine human resource planning and recruiting
- c. Explain employee testing and selection
- d. Elaborate upon interviewing techniques and principles

#### **Performance Standards**

*Competence will be demonstrated:*

- on satisfactory completion of "hands on" activities
- on satisfactory completion of review questions
- on satisfactory completion of written exam

*Performance will be satisfactory when:*

- learner develops a job analysis
- learner examines human resource planning and recruiting
- learner explains employee testing and selection
- learner elaborates upon interviewing techniques and principles

### **3. Explain training and development**

#### **Learning objectives**

*What you will learn as you master the competency:*

- a. Identify objectives and techniques for training and developing employees
- b. Demonstrate the effectiveness of relationship marketing
- c. Explain managing strategic organization renewal
- d. Describe the facets of appraising and managing performance
- e. Summarize concepts of managing careers and fair treatment

### **Performance Standards**

*Competence will be demonstrated:*

- on satisfactory completion of "hands on" activities
- on satisfactory completion of review questions
- on satisfactory completion of written exam

*Performance will be satisfactory when:*

- learner identifies objectives and techniques for training and developing employees
- learner demonstrates the effectiveness of relationship marketing
- learner explains managing strategic organization renewal
- learner describes the facets of appraising and managing performance
- learner summarizes concepts of managing careers and fair treatment

## **4. Summarize the aspects of employee compensation**

### **Learning objectives**

*What you will learn as you master the competency:*

- a. Classify the components of strategic pay plans
- b. Summarize the components pay for performance and financial incentives
- c. Explain the benefits and services an HR department can provide

### **Performance Standards**

*Competence will be demonstrated:*

- on satisfactory completion of "hands on" activities
- on satisfactory completion of review questions
- on satisfactory completion of written exam

*Performance will be satisfactory when:*

- learner classifies the components of strategic pay plans
- learner summarizes the components pay for performance and financial incentives
- learner explains the benefits and services an HR department can provide

## **5. Explain the facets labor relations and employee security**

### **Learning objectives**

*What you will learn as you master the competency:*

- a. Determine proper approaches to labor relations and collective bargaining
- b. Examine the management employee safety and health

### **Performance Standards**

*Competence will be demonstrated:*

- on satisfactory completion of "hands on" activities
- on satisfactory completion of review questions
- on satisfactory completion of written exam

*Performance will be satisfactory when:*

- learner determine proper approaches to labor relations and collective bargaining
- learner examines the management employee safety and health

## 6. Examine global human resource management

### **Learning objectives**

*What you will learn as you master the competency:*

- a. Discuss management of global human resources

### **Performance Standards**

*Competence will be demonstrated:*

- on satisfactory completion of "hands on" activities
- on satisfactory completion of review questions
- on satisfactory completion of written exam

*Criteria - Performance will be satisfactory when:*

- learner discusses management of global human resources

## **Types of Instruction**

Classroom Presentation

## **Grading Policy**

### **Evaluation Methods:**

One-hour tests and final exam - 40%

Post-test - 10%

Assignments – Review Questions - 25%

“Hands-on” Activities - 25%

Total possible - 100%

### **Grading Scale**

|   |           |
|---|-----------|
| A | 90-100%   |
| B | 80-89%    |
| C | 70-79%    |
| D | 60-69%    |
| F | Below 60% |