

Human Resource Management

Course Design

2005-2006

Course Information

Organization	Eastern Arizona College
Division	Business
Course Number	BUS 221
Title	Human Resource Management
Credits	3
Developed by	Mark Anderson
Lecture/Lab Ratio	Lecture: 3 Lab: 0
Transfer Status	ASU: Elective; NAU: Elective; UA: Elective
Activity Course	No
CIP Code	52.0100
Assessment Mode	Pre-/post-test: 25 questions/50 points
Semester Taught	Fall Semester
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	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.

Goals

To acquaint students with the concepts and current practices of modern human resources management. The course surveys the concepts of human resource planning, recruiting, placement, development, evaluation, benefits, and employee relations.

Description

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

Textbooks

Dessler, Gary. *Human Resource Management*. 10th Dryden 2005. Source: EAC Bookstore. Required

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:

- 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%