

**BUS 153**  
**HUMAN RESOURCE MANAGEMENT**

**COURSE DESCRIPTION:**

Prerequisites: None

Corequisites: None

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.

**COURSE OBJECTIVES:**

On completion of the course requirements, the student will be able to:

- a. Assist in hiring personnel.
- b. . Assist in training personnel.
- c. . Orient personnel to organizational goals, policies, rules, and procedures.
- d. . Supervise employees.
- e. . Facilitate cooperation.
- f. . Place incentives to encourage improved employee performance.
- g. . Evaluate employees.
- h. . Reward/discipline employees.
- i. Assist in maintaining employee morale.
- j. Perform outplacement services.

**OUTLINE OF INSTRUCTION:**

- I. Development of human resources management
  - A. The role of human resources management
  - B. Early stages of development
  - C. Later developments
  - D. The program for managing human resources
  - E. Human resources department
- II. The environment for human resources management
  - A. Elements of an organization's environment
  - B. Changes that challenge managers of human resources
  - C. Improving the quality of work life
- III. Equal employment opportunity and affirmative action
  - A. Historical perspective of EEO legislation
  - B. Government regulation of Equal Employment Opportunity
  - C. Other Equal Employment Opportunity issues

- D. Enforcing Equal Employment Opportunity legislation
- E. Affirmative action

#### IV. Job requirements

- A. The role and importance of jobs
- B. Relationship of job requirements to HRM functions
- C. Job analysis
- D. Job design

#### V. Human resources planning and recruitment

- A. Human resources planning
- B. Recruiting within the organization
- C. Recruiting outside the organization
- D. Recruitment of protected classes

#### VI. Selection

- A. Matching people and jobs
- B. Sources of information about job candidates
- C. The employment interview
- D. Employment tests
- E. Reaching a selection decision

#### VII. Training

- A. Orientation
- B. Training programs
- C. Training non-managerial employees
- D. Training managers and supervisors
- E. Psychological principles of learning

#### VIII. Career development

- A. Phases of a career development program
- B. Career development programs for special groups
- C. Personal career development

#### IX. Appraising and improving performance

- A. Performance appraisal programs
- B. Performance appraisal methods
- C. Appraisal interviews
- D. Improving performance

#### X. Managing compensation

- A. The compensation program
- B. Components of the wage mix
- C. Job evaluation systems
- D. The compensation structure
- E. Governmental regulation of compensation
- F. The issue of equal pay for comparable work

## XI. Incentive compensation

- A. Reasons and requirements for incentive plans
- B. Incentives for non-management personnel
- C. Incentives for management employees
- D. Incentives for executive personnel
- E. Gain-sharing incentive plans

## XII. Employee Benefits

- A. Employee benefits program
- B. Major employee benefits
- C. Employee services
- D. Retirement programs

## XIII. Safety and health

- A. Legal requirement for safety and health
- B. Creating a safe work environment
- C. Creating a healthy work environment
- D. The management of stress

## XIV. Motivating employees

- A. Using rewards to motivate employees
- B. Ensuring equity to motivate employees
- C. Designing work for employee involvement
- D. Motivating employees through effective leadership

## XV. The role of communication in HRM

- A. The vital role of communication
- B. The nature of communication
- C. Downward communication systems
- D. Upward communication systems
- E. The informal communication system
- F. Improving organizational communication
- G. Counseling

## XVI. Employee rights and discipline

- A. Employee rights
- B. Disciplinary policies and procedures
- C. Appealing disciplinary actions
- D. Reducing complaints

## XVII. The dynamics of labor relations

- A. The labor relations process
- B. Structures, functions, and leadership of labor unions
- C. Government regulation of labor relations
- D. Labor relations in the public sector
- E. Contemporary challenges to labor organizations

XVIII. Collective bargaining and contract administration

- A. The bargaining process
- B. Trends in collective bargaining
- C. Administration of the labor agreement

XIX. International human resources management

- A. Domestic and international HRM
- B. Multinational corporations
- C. Managers for the multinational corporation
- D. HRM functions in MNCs
- E. HRM in the European community (EC-92)

XX. Auditing the human resources management program

- A. Contributing of the human resources audit
- B. Conducting the audit
- C. Indicators for evaluating the work environment
- D. Utilizing audit findings

**REQUIRED TEXTBOOK AND MATERIALS:**

Byars, Lloyd L., and Rue, Leslie W. Human Resources Management. 8<sup>th</sup> ed. Irwin/McGraw-Hill, 2006.

**STATEMENT FOR STUDENTS WITH DISABILITIES:**

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.