BUS 153: HUMAN RESOURCE MANAGEMENT

COURSE DESCRIPTION:
Prerequisites: ENG 090 and RED 090 or DRE 098; or satisfactory score on placement test
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.

LEARNING OUTCOMES:
Upon completing requirements for this course, the student will be able to:

1. Acquire and exhibit an understanding of the important role that human resources plays in an organization.
2. Acquire and exhibit an understanding of recruiting, selecting, hiring, compensating, appraising, training, developing, reprimanding, promoting, demoting and firing employees.
3. Acquire and exhibit an understanding of laws affecting employees and potential employees.
4. Acquire and exhibit an understanding of problems that the human resources department faces and the knowledge to develop sound solutions to those problems.

OUTLINE OF INSTRUCTION:

I. Introduction to Human Resource Management
   A. Human Resource Management Defined
   B. Composition of the Human Resource Department
   C. Trends in Human Resource

II. Equal Opportunity & The Law
   A. Equal Opportunity Based Laws
   B. Defenses Against Discrimination Allegations
   C. Managing Diversity

III. Human Resource Management Strategy
   A. Strategic Planning Defined
   B. Types of Strategies
   B. The Strategic Planning Process

IV. Job Analysis
   A. Job Analysis Defined & Its Purpose
   B. Conducting Job Analyses
   C. Explanation of Job Descriptions, Job Specifications & their Purpose

V. Recruiting
   A. Forecasting Workforce Needs
   B. Identifying Internal and External Sources for Candidates
VI. Employment Testing & Selection
   A. Test Validity
   B. Types of Employment Tests
   C. Background Checks & Other Selection Methods

VII. Interviewing
   A. Interview Types
   B. Errors that can Undermine the Interview
   C. Conducting an Effective Interview

VIII. Performance Management & Appraisal
   A. Performance Management & Performance Appraisal Defined
   B. The Performance Appraisal Process
   C. Methods for Conducting Performance Appraisals
   D. Appraisal Problems Due to Rater Error

IV. Career Management
   A. Employee Engagement
   B. Facilitating Employees’ Movement Through the Organization from Start to Exit

X. Compensation & Benefits
   A. Compensation & Benefits Defined
   B. Compensation Policies
   C. Compensation Methods & Associated Issues
   D. Types of Benefits

REQUIRED TEXTBOOK AND MATERIALS:
The textbook and other instructional materials will be determined by the instructor to insure that current and relevant concepts and theories are present.

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 919-536-7208 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 10-209.