Department:

Business

Course Description:

This course will examine the development and role of human resources management in an organization. The course will focus on legal and ethical contexts, administration of wages and benefits, job design and analysis, performance management systems, and recruitment, hiring, and training.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Explain the importance of human resources management in an organization’s success and describe the responsibilities involved in managing human resources.
2. Identify federal laws that regulate and govern the employee work environment.
3. Identify and discuss ethical issues in human resources management.
4. Explain the importance of job analysis as the foundation for various human resources management activities.
5. Describe various recruiting opportunities and selection and hiring procedures, including interviewing methods.
6. Describe in basic terms the strategic nature of human resources management.
7. Describe the various forms of compensation, including benefits.
8. Identify and describe career opportunities in human resources management.

Course Content:

A. History of Human Resources Management
B. Functions
   1. Staffing and employment
   2. Training and development
   3. Compensation and benefits
   4. Motivation
   5. Employee relations
   6. Maintenance
C. Legal and Ethical Issues
D. Employee Rights and Disciplinary Actions
E. Job Analysis
   1. Purpose
   2. Methods
   3. Techniques
F. Recruitment and Selection
   1. Sources
2. Effective recruiting strategies
3. Recruitment alternatives
4. Selection and hiring process

G. Training and Development
1. Employee orientation and socialization
2. Methods and strategies
3. Evaluating effectiveness of program
4. Issues in training and development

H. Careers in Human Resources Management
1. Individual and organizational perspectives
2. Career development
3. Career choices and preferences
4. Taking responsibility for building your career

Learning Assessments:
Course competencies will be assessed by use of exams, quizzes, participation in class and online discussions, written assignments, Web site and literature research, and team activities.

Instructional Materials:

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.