

SYLLABUS

DIVISION: Business and Engineering Technology

REVISED: Spring/2014

CURRICULA IN WHICH COURSE IS TAUGHT: Business Management

COURSE NUMBER AND TITLE: BUS 205 Human Resource Management

CREDIT HOURS: 3 **HOURS/WK LEC:** 3 **HOURS/WK LAB:** N/A **LEC/LAB COMB:** N/A

I. CATALOG DESCRIPTION: This course introduces employment, selection, and placement of personnel, usage levels and methods, job descriptions, training methods and programs, employee evaluation systems, compensation and labor relations. The course includes procedures for management of human resources and uses case studies and problems to demonstrate implementation of these techniques.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:

- Understand standard methods for interviewing, hiring, training, motivating, and supervising employees
- Understand basic legal and regulatory requirements for business and industry

III. REQUIRED BACKGROUND/PREREQUISITIES: N/A

IV. COURSE CONTENT:

- Workplace Environment
- Employment and Employment Laws
- Employee Development
- Pay and Incentive Systems
- Employee Benefit Plans
- Unions
- Procedural Justice and Ethics in Employee Relations
- Safety, Health, and Employee Assistance Programs

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)

| | | | |
|----------|-----------------------------------|----------|------------------------|
| x | Communication | x | Personal Development |
| x | Critical Thinking | | Quantitative Reasoning |
| x | Cultural and Social Understanding | | Scientific Reasoning |
| x | Information Literacy | | |

VI. LEARNER OUTCOMES

Learner outcome (starts with verb)

- Understand the various labor laws that affect business management and supervision

Learner outcome

- Understand how to participate as a manager or supervisor in the selection process as well as know how to develop subordinates through career development, appraisal systems and training

Learner outcome

- Understand the role of Human Resources in business and how it affects them as employees, supervisors, and/or managers

Learner outcome

- Understand the relationship of Human Resources in a global environment

Learner outcome

- Understand pay and incentive systems as the concepts apply to recruitment and retention

VII. EVALUATION

Evaluation method

Chapter discussion questions
Case Studies
Research assignments
Chapter Self-assessment quizzes
Chapter tests

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