

COURSE OUTLINE **Human Resource Management**

Course Description

BA 184. Human Resource Management. 3 hours credit. This course will enable the student to understand the basic functions of human resource managers and their role in establishing high performance work teams. The student will learn how to apply employment law and various pay for performance systems.

Course Relevance

The principles learned in this course allow the student to understand employment law and how organizations can gain sustainable competitive advantage through their employees.

Required Materials

Jackson, Schuler, Werner (2009). *Managing human resources* (10th ed.). Cengage.

Learning Outcomes

The intention is for the student to be able to:

1. Apply employment law to human resource cases.
2. Describe different pay for performance systems.
3. Apply the human resource management processes to business situations.

Learning PACT Skills that will be developed and/or documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill area:

Personal Development Skills

1. Interpersonal interaction
 - Through the completion of group cases, the student will learn to work with others and find a common ground.

Major Summative Assessment Task(s)

These learning outcome(s) and Learning PACT skill(s) will be demonstrated by:

1. Working as a team to compile a human resource portfolio of solutions to experiential case studies for a fictional company. These case studies will be assigned on a variety of human resource topics such as employment law, pay for performance, and recruiting.

Course Content

- I. Skills or Competencies – Actions that are essential to achieve the course outcomes:
 - A. Comprehend legal concepts
 - B. Comprehend human resource principles and theories
 - C. Critically appraise case studies

Learning Units

- I. An introduction to human resource management
 - A. Human resource management and competitive advantage
 - B. Understanding the legal environment of human resource management
- II. Human resource management pre-selection practices
 - A. Planning for human resources
 - B. Analyzing jobs
- III. Human resource management selection practices
 - A. Recruiting applicants
 - B. Selecting applicants
- IV. Human resource management post-selection practices
 - A. Training and developing employees
 - B. Appraising employee job performance
 - C. Determining pay and benefits
 - D. Implementing productivity improvement programs
- V. Human resource management practices affected by external factors
 - A. Complying with workplace justice laws
 - B. Understanding unions and their impact on human resource management
 - C. Meeting employee safety and health needs
 - D. Establishing human resource management practices overseas
- VI. Working in the human resource management field
 - A. Employment in the human resource management field
 - B. Major challenges facing today's human resource professional

Learning Activities

Independent and collaborative learning activities such as case studies will be assigned to assist the student to achieve the intended learning outcomes. Class discussion and lecture will also contribute to the learning process.

Grade Determination

The student will be graded on completion of assessment tasks, in-class assignments, homework, quizzes, and exams.