

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:

Textbook: DeCenzo, D. & Verhulst, S. (2021). *Fundamentals of Human Resource Management* (14th ed.). Wiley. ISBN-13: 978-1119803744

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” on our [Disability Services website](#).

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.

A Note on Harassment, Discrimination and Sexual Misconduct

Highland Community College seeks to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX, and College policy prohibit harassment, discrimination and sexual misconduct. Highland Community College encourages anyone experiencing harassment, discrimination or sexual misconduct to talk to report to the Vice President for Student Services, the Human Resources Director or complete an [online report](#) about what happened so that they can get the support they need and Highland Community College can respond appropriately.

There are both confidential and non-confidential resources and reporting options available to you. Highland Community College is legally obligated to respond to reports of sexual misconduct, and therefore we cannot guarantee the confidentiality of a report, unless made to a confidential resource. Responses may vary from support services to formal investigations. As a faculty member, I am required to report incidents of sexual

misconduct and thus cannot guarantee confidentiality. I must provide our Title IX coordinator with relevant details such as the names of those involved in the incident. For more information about policies and resources or reporting options, please review our [Equity Grievance Policy](#).