

BA 224 : HUMAN RESOURCES MANAGEMENT

Transcript title

Human Resources Management

Labor Unions
Engagement and Turnover
Creating High Performance HR Systems

Credits

4

Required materials

Required textbook.

Grade mode

Standard letter grades

Grading methods

This course is assessed through homework, midterm final exams and in-class activities.

Contact hours total

40

Lecture hours

40

Recommended preparation

BA 206.

Description

Covers principles and techniques of human resources management. Includes the following topics: hiring practices, orientation, training, job enrichment, motivation, and performance and review. Covers wage policies, benefits programs and how to comply with a myriad of legal requirements.

Learning outcomes

1. Explain the federal and state laws that govern employment.
2. Describe factors and the process in forecasting human resource needs.
3. Write a job analysis, description and specification.
4. Describe job design including its relevance to employee motivation and well-being.
5. Develop a plan to recruit select, orient, train, evaluate and compensation employees within the legal guidelines.
6. Understand the differences of diversity management, equal employment opportunity and affirmative action.
7. Understand the different forms of harassment and how employees and managers should respond to harassment complaints.
8. Describe the labor relations impact and laws for the workplace.
9. Explain basic workplace health and safety issues, (OSHA).

Content outline

HR and Strategic Role
Role of HRM in Business
Legal Regulatory Environment
Job Design Job Analysis
Analyzing Work and HR Planning
Sourcing and Recruiting
Selection and Hiring
Performance Management
Safety Programs
Incentives Rewards
Compensation Benefits
Employee/Mgmt Relations