

# BA 224 : HUMAN RESOURCES MANAGEMENT

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## 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