

This course reviews systems required to effectively recruit, select, train, and maintain a workforce. Particular emphasis is placed on training and development, wage and salary administration, and personnel planning.

The student will discuss the evolution of human resource management theories, principles and trends that will affect the future.

The student will:

- A-1 Identify the seven categories of HR activities.
- A-2 Describe how the major roles of HR are being transformed.
- A-3 Discuss the major challenges of an HR professional.
- A-4 Determine why ethical issues affect HR management.
- A-5 State how legal, political, cultural, and economic factors affect global HR management.
- A-6 Explain strategic HR management and how it is linked to organizational strategies.

The student will explain how the functions of human resource management are strategically integrated into the organization's business plan and legal environment.

The student will:

- B-1 Discuss key EEO laws and recordkeeping requirements that impact the HR area.
- B-2 Describe job analysis and the stages and methods used in the process.

- B-3 Explain internal and external recruiting methods.
- B-4 Describe various selection devices used to select the appropriate person to work in your organization.
- B-5 Define training and development and discuss why a strategic approach is important in the training process.
- B-6 Identify the components of a performance management system.
- B-7 Outline the process of building a pay system as well as strategic benefit considerations.
- B-8 Define health, safety, security and the concerns surrounding each in the working environment.
- B-9 Explain what a union is and the typical collective bargaining process.

The student will demonstrate effective written and oral communication skills when discussing human resource theories, principles and trends to all stakeholders.

The student will:

- C-1 Develop a paper using APA style on a human resource management topic.
- C-2 Research HR journals, books, texts, articles and websites whereby information will be included in the term paper.
- C-3 Incorporate practical HR examples to enhance the theory, principles and trends in the field.
- C-4 Apply HR knowledge in an executive presentation focusing on the evaluation and improvement of an organization's HR subsystem.