

**BUS 247**

**HUMAN RESOURCE MANAGEMENT**

**PRESENTED AND APPROVED: MAY 4, 2012**

**EFFECTIVE: FALL 2012-13**

<b>Prefix &amp; Number</b> BUS 247	<b>Course Title:</b> Human Resource Management
<b>Purpose of this submission:</b> update to new form	<input type="checkbox"/> New <input checked="" type="checkbox"/> Change/Updated <input type="checkbox"/> Retire
<b>If this is a change, what is being changed?</b> (Check all that apply)	<input type="checkbox"/> Update Prefix <input type="checkbox"/> Course Description <input type="checkbox"/> Title <input type="checkbox"/> Course Number <input type="checkbox"/> Format Change <input type="checkbox"/> Credits <input checked="" type="checkbox"/> Prerequisite <input checked="" type="checkbox"/> Competencies <input type="checkbox"/> Textbook
<b>Does this course require additional fees?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If so, please explain.	
<b>Is there a similar course in the course bank?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	
<b>Articulation: Is this course or an equivalent offered at other two and four-year universities in Arizona?</b> <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (Identify the college, subject, prefix, number and title: Similar courses are taught at Arizona universities. This course however only transfers as an elective.	
<b>Is this course identified as a Writing Across the Curriculum course?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	

### Course Textbook, Materials and Equipment

<b>Textbook(s)</b>	<b>Title</b>	Managing Human Resources
	<b>Author(s)</b>	Bohlander, Snell
	<b>Publisher</b>	South-Western, Cengage Learning
	<b>Title</b>	
	<b>Author(s)</b>	
	<b>Publisher</b>	
<b>Current edition</b>		
<b>Software/ Equipment</b>		

### Course Assessments

<b>Description of Possible Course Assessments (Essays, multiple choice, etc.)</b>	Text questions, quizzes, exams, case studies, essay.
<b>Exams standardized for this course?</b> <input type="checkbox"/> Midterm <input type="checkbox"/> Final <input type="checkbox"/> Other (Please specify):	<b>Are exams required by the department?</b> <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If Yes, please specify:
<b>Where can faculty members locate or access the required standardized exams for this course? (Contact Person and Location)</b> Example: NCK - Academic Chair Office	

<b>Student Outcomes: Identify the general education goals for student learning that is a component of this course.</b>	
<b>Check all that apply:</b>	<b>Method of Assessment</b>
1. Communicate effectively. a. Read and comprehend at a college level. <input type="checkbox"/> b. Write effectively in a college setting. <input type="checkbox"/>	
2. Demonstrate effective quantitative reasoning and problem solving skills. <input type="checkbox"/>	
3. Demonstrate effective qualitative reasoning skills. <input checked="" type="checkbox"/>	Review questions, case studies, self-assessments, exams.
4. Apply effective methods of inquiry. a. Generate research paper by gathering information from varied sources, analyzing data and organizing information into a coherent structure. <input type="checkbox"/> b. Employ the scientific method. <input type="checkbox"/>	
5. Demonstrate sensitivity to diversity a. Experience the creative products of humanity. <input type="checkbox"/> b. Describe alternate historical, cultural, global perspectives. <input type="checkbox"/>	

Office of Instruction Use only:

CIP Code:

ONET Code:

Minimum Qualifications:

## COURSE INFORMATION

<b>Initiator:</b> Candace Hofstadter, Nancy McClure, Jim Childe		
<b>Date of proposal to Curriculum Sub-Committee:</b> 5/4/2012		
<b>Effective Semester/Year</b>	Fall 2012	Spring
		Summer
<b>Prefix &amp; Number:</b> BUS 247	<b>Full Title: (100 character limit)</b> Human Resources Management <b>Short Title: (30 character limit)</b> Human Resources	
<b>Catalog Course Description:</b> Study of how organizations increase human resources productivity while maintaining compliance with various laws and regulations. Topics include selection, orientation, training, compensation, benefits, safety, performance evaluations, manpower planning, discipline, and grievances.		
<b>SUN Course Number:</b>		
<b>Credit Hours:</b> 3	<b>Lecture Hours:</b> 3	<b>Lab Hours:</b>
<b>Prerequisite(s)</b> Appropriate score on assessment test or successful completion of PCS 021 and TRE 089.		
<b>Co-requisite(s)</b>		

## Intended Course Goals

***By the end of the semester, students will be able to:***

- |  |
|--|
| 1. Develop skills to meet the challenge of human resources management. |
| 2. Develop skills for meeting human resources requirements.            |
| 3. Develop effectiveness in human resources.                           |
| 4. Implement compensation and security policies and procedures.        |
| 5. Enhance employee-management relations.                              |
| 6. Expand human resources management horizons.                         |

**Course Competencies and Objectives**

***By the end of the semester, students will be able to:***

<p><b>Competency 1</b> Develop skills to meet the challenge of human resources management.</p> <p>Objective 1.1 Identify how firms gain sustainable competitive advantage through people.</p> <p>Objective 1.2 Explain how globalization is influencing human resource management.</p> <p>Objective 1.3 Describe the impact of information technology on managing people.</p> <p>Objective 1.4 Differentiate how TQM and reengineering influences HR systems.</p> <p>Objective 1.5 Identify the importance of change management.</p> <p>Objective 1.6 Identify and describe the major laws affecting equal employment opportunity. Describe bona fide occupational qualification, immigration reform and control, adverse impact and steps in developing an affirmative action program.</p>
<p><b>Competency 2</b> Develop skills for meeting human resources requirements.</p> <p>Objective 2.1 Describe the methods by which job analysis is completed and the preparation of job descriptions..</p> <p>Objective 2.2 Describe the different group techniques used to maximize employee contribution and job characteristics that motivate employees.</p> <p>Objective 2.3 Explain the different adjustments in work schedules.</p> <p>Objective 2.4 Describe how recruitment activities are integrated with diversity and equal employment opportunity initiatives.</p> <p>Objective 2.5 Analyze the objectives of the personnel selection process and different approaches to conducting an employment interview.</p>
<p><b>Competency 3</b> Develop effectiveness in human resources.</p> <p>Objective 3.1 Discuss the systems approach to training and development..</p> <p>Objective 3.2 Identify the principles of learning and describe how they facilitate training.</p> <p>Objective 3.3 Explain how a career development program integrates individual and organizational needs.</p> <p>Objective 3.4 Discuss how job opportunities can be inventoried and employee potential accessed.</p> <p>Objective 3.5 Describe the methods used for identifying and developing managerial talent.</p> <p>Objective 3.6 Explain the purpose of performance appraisals and the reasons they can sometimes fail. Explore the “implied contract” often attached to an appraisal.</p> <p>Objective 3.7 Identify the characteristics of an effective appraisal program and effective appraisal interview.</p>
<p><b>Competency 4</b> Implement compensation and security policies and procedures.</p> <p>Objective 4.1 Discuss the mechanics of each of the major job evaluation systems</p> <p>Objective 4.2 Define the wage curve, pay grades, and rate changes as part of the compensation structure.</p> <p>Objective 4.3 Identify the major provisions of the federal and state laws affecting compensation.</p> <p>Objective 4.4 Analyze current issues of equal pay for comparable worth, pay compression, pay for performance, comp pay, and other compensation concerns.</p> <p>Objective 4.5 Analyze basic requirements for successful incentive programs.</p> <p>Objective 4.6 Differentiate how gains may be shared with employees under the Scanlon, Rucker, Impro-share, and earnings-at-risk gain sharing systems.</p> <p>Objective 4.7 Describe the characteristics of a sound benefits program and benefits required by law.</p> <p>Objective 4.8 Discuss the recent trends in retirement policies and programs. Describe major factors in the management of pension plans.</p> <p>Objective 4.9 Summarize the general provision of the Occupational Safety and Health Acts (OSHA).</p> <p>Objective 4.10 Cite the measures management can do to create a safe work environment and control and eliminate health hazards.</p> <p>Objective 4.11 Compare the effectiveness of several organizations’ employee assistance programs (EAP).</p>
<p><b>Competency 5</b> Enhance employee-management relations.</p> <p>Objective 5.1 Explain due process, the employment-at-will, and the implied contract.</p> <p>Objective 5.2 Discuss the meaning of discipline and how to investigate a disciplinary problem.</p> <p>Objective 5.3 Identify the different types of alternative dispute-resolution procedures.</p> <p>Objective 5.4 Identify and explain the principal federal laws that provide the framework for labor relations.</p>

Objective 5.5 Describe the process by which unions organize employees and gain recognition as their bargaining agent.  
Objective 5.6 Discuss the bargaining process and the bargaining goals and strategies of a union and an employer.  
Objective 5.7 Identify the major provision of a labor agreement and describe the issue of management rights.

Competency 6 Expand human resources management horizons.

Objective 6.1 Identify the type of organizational forms used for competing internationally.

Objective 6.2 Identify unique differences in international compensation plans, performance appraisals, and labor relations.

Objective 6.3 Identify the underlying principle and components that make up a high-performance work system.

Objective 6.4 Recommend processes for implementing a high-performance work system.

Objective 6.5 Explain how the principles of high-performance work systems apply. Small and medium sized, as well as large, organizations.