

# BUS 310 – Human Resource Management

## Course Description

Analyzes the major human resource management functions in organizations. Presents the various components of the human resource management process (planning, recruitment, selection, training/development, compensation, performance appraisal, labor relations, employee relations), and the associated activities to perform these functions. Highlights the human resource management responsibilities of all managers. Emphasizes job analysis considerations, the supporting role of human resource management to strategic planning, and the major government legislation affecting human resource management.

## Instructional Materials

DeNisi, A. & Griffin, R. W. (2012.) *HR* (1st ed.). Mason, OH: South-Western.

## Course Learning Outcomes

1. Explain the human resource management process, its role in supporting the overall organizational strategies, and the various functions involved in human resource management.
2. Differentiate between the basic human resource management responsibilities of all managers and the supporting roles of human resource managers.
3. Explain how human resource management in small companies differs from that in large companies.
4. Explain the key provisions of major government legislation affecting human resource management, including equal employment opportunity, affirmative action, health and safety, and labor relations.
5. Summarize and explain the primary considerations impacting human resource management in support of international operations.
6. Analyze business strategy to identify human resource requirements and formulate supporting HRM plans that can improve productivity and contribute to the firm's competitiveness.
7. Discuss job analysis, job descriptions, and specifications.
8. Explain effective approaches to the broad spectrum of employee relations, including career development, fostering ethical behavior, discipline, labor relations, and dismissals.
9. Analyze effective recruiting and selection strategies that can be used to meet organizational requirements.
10. Analyze various techniques, considerations, and designs of employee compensation programs.
11. Analyze various techniques, considerations, and designs of performance appraisal programs.
12. Analyze orientation, training, and development programs that improve productivity.
13. Use technology and information resources to research issues in human resource management.
14. Write clearly and concisely about human resource management using proper writing mechanics.