Western Technical College

10116117 Intro to HR Management

Course Outcome Summary

Course Information

Description	Students explore the fundamentals of human resource administration, including strategic planning, policy making, staffing, appraising, compensation, training, employment law, and safety. In addition, many students identify the specialized HR field they will pursue as human resource professionals.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	3
Total Hours	54

Textbooks

Human Resource Management – with MindTap. 16th Edition. Copyright 2020. Valentine, Sean, Patricia Meglich, Robert L. Mathis, and John H. Jackson. Publisher: Cengage Learning. **ISBN-13:** 978-1-337-91658-5. Required.

Success Abilities

1. Live Responsibly: Embrace Sustainability
2. Refine Professionalism: Act Ethically
3. Refine Professionalism: Improve Critical Thinking

Program Outcomes

1. Create an organizational workforce plan
2. Develop training programs

3. Examine organizational total rewards programs
4. Incorporate employment law into business practices
5. Facilitate effective employee relations

Course Competencies

1. Explain job analysis.

Assessment Strategies

1.1. Written Objective Test (score 70% or higher)
1.2. Written Product - Job Description

Criteria

You will know you are successful when:

1.1. you provide job description with required elements.
1.2. you write an original job description (i.e. not plagiarized).
1.3. you use correct grammar.
1.4. you site more than one source to create job description.

Learning Objectives

1.a. Discuss the purposes of doing job analyses
1.b. Determine ways to gather job information
1.c. Describe the types of information required for job analysis

2. Explore employment laws.

Assessment Strategies

2.1. Oral Presentation
2.2. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

2.1. you orally present research and recommendations on assigned employment law
2.2. you research current events pertaining to assigned employment law.
2.3. you detail important elements of event as it relates to employment law.
2.4. you provide recommendations to ensure situation did not reoccur.

Learning Objectives

2.a. Summarize the basic employment laws
2.b. Elaborate how employment laws impact HR functions
2.c. Explain the basic defenses against discrimination allegations

3. Explore training & development.

Assessment Strategies

3.1. Written Objective Test (score 70% or higher)
3.2. Simulation

Criteria

You will know you are successful when:

3.1. you correctly choose the most effective training method for a given situation
3.2. you explain the relationship between training and professional development
3.3. you summarize the steps of the training process

Learning Objectives

3.a. Evaluate the different types of training and development programs
3.b. Describe the training and development process
3.c. Determine training and development methods

4. Investigate internal employee relations.

Assessment Strategies

4.1. Written Objective Test (score 70% or higher)
4.2. Simulation - Special Incidents

Criteria

You will know you are successful when:

4.1. you detail steps involved in disciplinary action
4.2. you describe transfers, promotions, resignations, and retirements
4.3. you choose response to an incident and defends answer

Learning Objectives

4.a. Explain discipline and disciplinary action
4.b. Describe legal and social aspects of different types of employee separation
4.c. Explain concepts of employment at will

5. Explore recruitment and selection.

Assessment Strategies

5.1. Written Objective Test (score 70% or higher)
5.2. Simulation
5.3. Worksheets

Criteria

You will know you are successful when:

5.1. you list steps in recruitment processes
5.2. you list steps in selection processes
5.3. you prepare staffing and budgeting worksheets

Learning Objectives

5.a. Define recruitment and selection
5.b. Explain internal and external recruitment processes
5.c. Describe selection process

6. Break down elements of compensation.

Assessment Strategies

6.1. Written Objective Test (score 70% or higher)
6.2. Simulation

Criteria

You will know you are successful when:

6.1. you compare and contrast public and private protection programs
6.2. you select appropriate benefits
6.3. you determine appropriate pay scales

Learning Objectives

6.a. Identify basic factors used to determine pay rates
6.b. Describe the legal requirements
6.c. Differentiate discretionary benefits
6.d. Explore voluntary benefits

7. Examine the role of unions.

Assessment Strategies

7.1. Written Objective Test (score 70% or higher)

Criteria

You will know you are successful when:

7.1. you identify the advantages and disadvantages of unions for the employee
7.2. you identify the advantages and disadvantages of unions for the employer
7.3. you describe the steps of an organizing campaign

Learning Objectives

7.a. Describe the purpose of unions
7.b. Summarize the history and structure of U.S. labor movement
7.c. Discuss main steps of collective bargaining process

8. Analyze performance appraisal systems.

Assessment Strategies

8.1. Written Objective Test (score 70% or higher)
8.2. Written Product
8.3. Role Play

Criteria

You will know you are successful when:

8.1. you interview a business professional
8.2. you evaluate an organization's performance appraisal process
8.3. you participate in performance-evaluation role playing
8.4. you describe potential appraisal problems
8.5. you prepare grammatically correct paper

Learning Objectives

8.a. Describe the processes and procedures in performance appraisal
8.b. Explain how biases in appraisal can be reduced
8.c. Identify performance appraisal methods
8.d. Explain characteristics of effective performance appraisal systems

9. Explore role of occupational safety and health.

Assessment Strategies

9.1. Written Objective Test (score 70% or higher)
9.2. Simulation

Criteria

You will know you are successful when:

9.1. you relate employee behavior to safety and health
9.2. you relate employer behavior to safety and health
9.3. you explain safety and health decisions

Learning Objectives

9.a. Explain function of occupational safety and health, including Occupational Safety and Health Administration/Act
9.b. Discuss the legal considerations
9.c. Discuss rights and responsibilities of employees and employers