COURSE OUTLINE

Business Administration 144
Human Resources I

I.   Catalog Statement

Business Administration 144 teaches the roles and responsibilities of human resources
(HR) management in the organization. This course helps to prepare students for
Professional Human Resources (PHR) and Senior Professional Human Resources
(SPHR) certifications.

Units – 3.0
Lecture Hours – 3.0

Prerequisite: None

II.   Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 1.

III.   Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. define the roles of human resources in organizations;
2. define the competencies of human resources professionals;
3. analyze the impact of various labor and employment laws for both the organization
    and employee;
4. identify the compensation philosophy and plans used in organizations;
5. define risk management and its impact on human resources.

IV.   Course Content   _   **Total Contact Hours = 48**

A. Introduction to Course   1 hour
        1. Course expectations
        2. Overview of tutorials and projects
B. The Changing Role of HR   7 hours
        1. Historical perspective
        2. The role of human resources
        3. Human resources management
        4. HR competencies and careers
C. Recruitment and Selection   8 hours
        1. Recruiting methods
        2. Selection tools
D. Employment Laws   9 hours
        1. Civil rights acts

      2. EEOC and affirmative action
      3. Pregnancy, age, and disability legislation
      4. Other employee protection laws
E. Compensation/Benefits   8 hours
      1. Compensation Philosophies
      2. Types of compensation
      3. Types of benefits
F. Employee/Labor Relations   9 hours
      1. History of unions
      2. Labor laws
      3. Collective bargaining
      4. Union management cooperation
      5. The grievance Process
G. Risk Management   2 hours
      1. Key legislation
      2. Safety
F. Presentation of final project   4 hours
      1. Portfolio review and critique
      2. Verbal and written final presentation

V.   Methods of Presentation

The following instructional methodologies may be used in the course:
1.   lecture;
2.   multimedia;
3.   guest speakers;
4.   individual and group projects;
5.   online.

VI.   Assignments and Methods of Evaluation

1. Midterm examinations.
2. Final individual project (e.g. research oral and written report on human resources case studies in small- to medium-sized businesses).
3. Final examination.

VII.   Textbook

Mathis, R. and J. Jackson. Human Resource Management, 13th ed. Florence, KY: Cengage Learning, 2011. 11th Grade Textbook Reading Level.   ISBN: 0-538-45315-X.

VIII.   Student Learning Objectives

Upon successful completion, the student will be able to:

1. evaluate personnel problems and possible solutions;

    2. apply the principles and methods involved in the recruitment, selection and placement of employees with regard to affirmative action programs, training, experience and aptitudes;

    3. identify the major laws involved in personnel administration.