

## **Common Course Outline for: BUSN2200 Human Resources Management**

### **A. Course Description**

1. Number of credits: 3
2. Prerequisites: none
3. Co-requisites: none.

**Catalogue description:** An overview of the principles, practices and issues of administering the human resource management functions that are key to building a successful organization

### **B. Date last revised:** April 2014

### **C. Outline of Major Content Areas**

Human Resources Management as a competitive advantage for business  
The changing "psychological contract" between employees and businesses  
Employee "Onboarding" Process  
Regulatory environment and impact  
Conducting a proper job analysis  
Handling diversity in the workplace  
Recruiting and staffing techniques and approaches  
Employee training and development techniques  
Performance evaluation approaches  
Disciplining and terminating employees  
Developing compensation and benefit plans  
Union-Management relationships  
Writing Job Descriptions  
Constructing Employee Development Plans

### **D. Course Learning Outcomes**

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

1. Identify the principal elements of a Human Resource program and their importance in managing human resources.
2. Explain the major laws affecting the workplace.
3. Create a major job evaluation system.
4. Explain the types of and reasons for implementing compensation and benefit plans for employees.
5. Discuss what managers can do to create a productive work environment.
6. Use training and development programs to increase employee productivity.
7. Describe the process of establishing disciplinary policies and proper termination of employees.
8. **Explain the process for creating a positive union-management work environment.**

**E. Methods for Assessing Student Learning**

Can include:

Four Essay Exams

Case studies on actual HR problems

HR Topic Paper Relevant to your Current Job/Career

Research on Current HR Problems/Practices/Policies

Projects

Classroom activities

Other assignments

Students should consult their course syllabus for specific grading policies.

**F. Special Information:** none