



**COWLEY COLLEGE  
& Area Vocational Technical School**

**COURSE PROCEDURE FOR**

**HUMAN RESOURCE MANAGEMENT  
BUS1425 3 Credit Hours**

**Student Level:**

This course is open to students on the college level in either the freshman or sophomore year.

**Catalog Description:**

**BUS1425 - HUMAN RESOURCE MANAGEMENT (3 hrs)**

This course is designed to help students understand the challenges of human resource management and develop the skills needed to manage a business's most important asset – the staff you lead. Students will explore topics such as recruitment and hiring, supervision and performance evaluation, retention, and negotiations.

**Prerequisites:**

None

**Controlling Purpose:**

This course is designed to provide students with an understanding of human resource management. Topics for discussion include the HR function and its operating environment, employee staffing, training and development, equal employment and the workplace, and career development. The class provides a foundation that reflects current HR practices. Case studies and group projects are used to simulate practical application.

**Learner Outcomes:**

The student will develop basic knowledge of the various aspects of human resource management needed to manage a small business.

**Units Outcomes and Criterion Based Evaluation Key for Core Content:**

The following defines the minimum core content not including the final examination period. Instructors may add other content as time allows.

Evaluation Key:

- A = All major and minor goals have been achieved and the achievement level is considerably above the minimum required for doing more advanced work in the same field.
- B = All major goals have been achieved, but the student has failed to achieve some of the less important goals. However, the student has progressed to the point where the goals

- of work at the next level can be easily achieved.
- C = All major goals have been achieved, but many of the minor goals have not been achieved. In this grade range, the minimum level of proficiency represents a person who has achieved the major goals to the minimum amount of preparation necessary for taking more advanced work in the same field, but without any major handicap of inadequacy in his background.
- D = A few of the major goals have been achieved, but the student's achievement is so limited that he is not well prepared to work at a more advanced level in the same field.
- F = Failing, will be computed in GPA and hours attempted.
- N = No instruction or training in this area.

### UNIT 1: THE HUMAN RESOURCE ENVIRONMENT

Outcomes: Upon completion of the unit, students will understand how human resource management can be used to gain a competitive advantage in a global business environment.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand the skills needed to effectively manage human resources
						Understand how effective HRM can contribute to competitiveness
						Understand the concept of strategic management
						Understand how technology can be used in HRM to gain a competitive advantage
						Understand the law surrounding equal employment opportunity
						Discuss the different types of employee discrimination
						Understand challenges in HRM such as sexual harassment, the ADA and OSHA
						Discuss organizational structure
						Understand the role of job analysis and design and its role in creating a competitive advantage

**UNIT 2: ACQUIRING HUMAN RESOURCES AND RECRUITING**

Outcomes: Upon completion of the unit, students will be able to effectively recruit and train human resources that will allow a firm to gain a competitive advantage.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand the need for human resource planning
						Be able to discuss different options available to firms in recruitment
						Be able to discuss various selections techniques and the advantages and disadvantages of each
						Understand the importance of training in HRM
						Discuss various training methods
						Design basic training activities
						Understand how an orientation program can lead to greater employee success
						Discuss strategies for finding and keeping the best employees
						Understand the role of technology in recruitment, selection and training

### UNIT 3: ASSESSMENT AND TRAINING OF EMPLOYEES

Outcomes: Upon completion of the unit, students will be able to design training, development and assessment programs for human resources.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Understand the use of performance measurement in HRM
						Know the difference between validity, reliability, acceptability and specificity in performance measurement
						Be able to discuss rater error and ways to reduce it
						Be able to discuss the use of performance feedback
						Be able to discuss different approaches to employee development
						Understand the importance of succession planning
						Understand the role of mentoring in employee development
						Understand the role of progressive discipline and involuntary separation in HRM
						Understand how to manage turnover and voluntary separation

## UNIT 4: COMPENSATION OF EMPLOYEES

Outcomes: Upon completion of the unit, students will be able to analyze and design human resource compensation packages that will motivate employees.

A	B	C	D	F	N	Specific Competencies
						Demonstrate the ability to:
						Discuss the various types of pay systems and the advantages and disadvantages of each
						Understand the concept of equity theory and fairness in pay
						Be able to discuss how to develop a job and pay structure
						Understand the minimum wage, overtime and the prevailing wage laws
						Understand the role of employee benefits in compensation
						Discuss reinforcement, expectancy and agency theory
						Understand the role of merit pay, profit sharing and individual incentives in compensation
						Understand the difference between social insurance and private group insurance
						Understand government regulations related to employee benefits

### **Projects Required:**

Employee handbook, mock interview recommended

### **Textbook:**

Contact Bookstore for current textbook.

### **Materials/Equipment Required:**

### **Attendance Policy:**

Students should adhere to the attendance policy outlined by the instructor in the course syllabus.

### **Grading Policy:**

The grading policy will be outlined by the instructor in the course syllabus.

### **Maximum class size:**

Based on classroom occupancy

**Course Timeframe:**

The U.S. Department of Education, Higher Learning Commission, and the Kansas Board of Regents define credit hour and have specific regulations that the college must follow when developing, teaching, and assessing the educational aspects of the college. A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for approximately fifteen weeks for one semester hour of credit or an equivalent amount of work over a different amount of time. The number of semester hours of credit allowed for each distance education or blended hybrid courses shall be assigned by the college based on the amount of time needed to achieve the same course outcomes in a purely face-to-face format.

**Refer to the following policies:**

[402.00 Academic Code of Conduct](#)

[263.00 Student Appeal of Course Grades](#)

[403.00 Student Code of Conduct](#)

**Disability Services Program:**

Cowley College, in recognition of state and federal laws, will accommodate a student with a documented disability. If a student has a disability, which may impact work in this class which requires accommodations, contact the Disability Services Coordinator.