

BUS 350 Human Resource Management

Purpose: The purpose of this course is to examine an overview of how human resource management (HRM) fits into a business organization and study some of the theories related to this field.

Course Format: Human Resource Management consists of three course modules that are divided into Areas of Study. Each Area of Study has several lessons each of which includes a short video presentation (based on the reading material) and a very short quiz to help you measure your learning.

If you are taking the course as independent study it is completely self-paced but must be completed within 90 days. You can watch the video lessons and do the reading on your schedule whenever and wherever you want. All of the reading material you will need is included.

At the end of each Area of Study, you must complete a chapter test to see if you're ready to move on or have some material to review. Once you've completed the entire course, you will be required to take a final proctored exam.

Learning Objectives: Upon completion of the three sections of this course, students should be able to:

1. Summarize the primary objective of human resource management, how it fits within an organization, ethics and study its history
2. Categorize the Classical Scientific School of Management and Fayol's theories on worker satisfaction and staff management
3. Analyze the definition of job design and how empowerment and job design are connected
4. Review hiring and staffing, recruitment, common selection methods, how to assess an organization's training needs and find out about the different types and methods of employee training programs and new hire orientation
5. Examine the benefits and uses of appraisals, performance appraisal types and the uses of reliability and validity in assessment
6. Compare and contrast direct and indirect compensation, common compensation systems, compensation equity and mandatory and voluntary benefits
7. Explain at-will employment, privacy, work-life balance, workplace stress, wage and income regulations and safety
8. Outline the history and purpose of labor relations including the NLRB, AFL-CIO, collective-bargaining, unions, strikes, lockouts, the executive orders of 1962 and 1978 and labor relations trends
9. Distinguish the four global staffing approaches and expatriate staffing
10. Illustrate what Affirmative Action is, workplace diversity, ability and disability diversity, cultural and age diversity

Course Content: As part of a cooperative arrangement this course uses material that was



originally developed by Study.com. The original material has been enhanced to meet the educational standards of the college.

BUS 350.1 Overview of Human Resources and Job Design

First Area of Study: Overview of HRM Field

Second Area of Study: Organizational Theories & Human Resources

Third Area of Study: Job Analysis and Design

BUS 350.2 Staffing, Training, Performance and Compensation

First Area of Study: Staffing in Organizations

Second Area of Study: Training and Development in Organizations

Third Area of Study: Performance Appraisals

Fourth Area of Study: Employee Compensation Issues

BUS 350.3 Employment Rights, Labor Relations and Current Trends

First Area of Study: Employment Law & Employee Rights

Second Area of Study: Labor Relations

Third Area of Study: International Human Resource Management

Fourth Area of Study: Current Issues and Trends in HRM