OUTCOMES BASED LEARNING MATRIX

Course: **BUSN127 – Human Resource Management**   **Department: Business Administration**

This course examines the fundamental principles and practices of personnel and human resource management. It provides an in-depth review of areas including job design and analysis, job evaluation procedures, wage and salary administration programs, and progressive discipline procedures. Protection and representation studied through EEO/Affirmative Action and other current legislation affecting employment are also discussed. Prerequisites: ENGL092 Preparing for College Reading II, ENGL099 Introductory Writing, and MATH010 Fundamentals of Mathematics; waiver by placement testing results; or departmental approval.

Core Competencies for outcomes activities and assessment tools: Critical and Creative Thinking (CCT); Information Literacy (IL); Oral Communication (OC); Quantitative Literacy (QL); Written Communication (WC); Civic Engagement (CE); Global Learning (GL); Integrative Learning (IG).

COURSE OUTCOMES	OUTCOMES ACTIVITIES	ASSESSMENT TOOLS
Understand human resource management practices and the role and responsibilities of management in order to enhance productivity and quality, promote individual growth and development, comply with legal and social obligations, and facilitate organizational competiveness.	• Research human resource management functions and skills through discussion, video case, and an in-class exercise. (OC, CCT, IG) • Trace the evolution of the human resource function in organizations. (IL, CCT) • Describe the job of human resource managers from the perspective of professionalism and careers. (IL, CCT, IL)	• Quiz (WC, CCT, IG) • Class participation (OC, CCT, IG) • Short research paper and/or case (WC, IL, CCT, IG, GL)
Understand and discuss the nature of diversity and be able to distinguish between diversity management and equal employment opportunities.	• Identify and describe the dimension of diversity in organizations. (CCT, CE, IL, GL) • Discuss the primary impact of diversity on organizations. (OC, CCT) • Describe individual and organizational strategies and approaches to coping with diversity and the multicultural organizations. (CCT, CE, GL) • Relate human resource management to social responsibility. (WC, CE, IL, GL)	• Written assignment (WC, IL, CCT, IG) • Quiz (WC, CCT, IG) • Class participation (OC, CCT, IG)

Identify the types of employees needed and the recruitment and selection processes in order to carry out the organization's human resource strategy.	• Discuss the steps in the selection process and the basic selection criteria used by most organizations. (OC, CCT, IG, GL) • Investigate other selection techniques used for hiring the best person for the position. (OC, CCT, IG) • Learn how managers integrate ethical and legal behavior in recruiting and selection. (OC, CCT, IG)	• Quiz (WC, CCT, IG) • Class participation (OC, CCT, IG) • Case study (WC, OC, CCT) •
Assess employee performance and capitalize on their talents through retention and development through the examination of the strengths and weaknesses of different performance management systems.	• Evaluate training and development policies and procedures to enact change for on-the-job performance. (OC, CCT, IG, GL) • Compare performance-appraisal processes in organizations. (OC, CCT, IG) • Identify and describe the most common methods that managers use for performance appraisal. (OC, CCT, IG) • Discuss other general issues involving performance appraisal in organizations. Understand the various types of competitive strategies through discussion and an in-class exercise. (OC, CCT, IG)	• Case study (WC, CCT, GL, IG) • Quiz (WC, CCT, IG) • Class participation (OC, CCT, IG) • Group project (IL, CCT, IL)
Describe the basic issues involved in developing a compensation strategy in order to understand the basic purposes of compensation, to assess the strategic options for compensation, and to identify the factors in a compensation strategy.	• Analyze methods of rewarding and compensating human resources, including how to design pay structures. (CCT, IL, GL) • Recognize good performers, and provide benefits in order to develop different types of incentive pay including merit pay and stock ownership as well as benefit packages.	• Quiz (WC, CCT, IG) • Class participation (OC, CCT, IG) • Research of current practices regarding compensation and benefits. (WC, OC, IL, IL, GL) • Explore the various elements of organizational structure through research, an oral presentation, a case study, and an in-class exercise. (OC, IL, CCT, IG)

	• Identify and describe the basic issues involved in wage and salary administration. (OC, CCT, IG) • Analyze the options for benefit programs. (CCT, QL, WC) • Identify and compare mandated versus nonmandated benefits. (WC, IL, CE, GL)	
Describe the legal context of human resource management so that legislative initiatives, social change or judicial rulings can be uniformly understood and/or applied by employers and employees.	• Identify key laws that prohibit discrimination in the workplace. (OC, GL, IL, CE) • Discuss equal employment opportunities. (CCT, CE, IL, GL) • Recognize the legal issues in compensation, labor relations, and other areas in human resource management. (CCT, GL, IL) • Assess whether organizations are legally compliant by analyzing companies' policies and practices locally, nationally, and globally. (OC, CCT, IG)	• Written assignment (WC, IL, CCT, IG) • Quiz (WC, CCT, IG) • Class participation (OC, CCT, IG) • In an in-class exercise of key legislation that has most influenced the workplace. (OC, CCT, IG) • Ethical dilemma case. Learn how organizations determine ethical dilemmas in human resource management through discussion and a case study. (OC, CCT, IG)