

HUMAN RESOURCES MANAGEMENT
NEW NAME : FUNDAMENTALS OF HUMAN RESOURCES
Effective: 2018 - 19
COURSE CODE: 5093

COURSE DESCRIPTION: The purpose of this course is to provide students with a basic understanding of the primary functions of human resources management to include recruitment, selection, training and development, compensation, and evaluation.

OBJECTIVE: Given the necessary equipment, supplies, and facilities, the student will complete all of the following core standards successfully.

RECOMMENDED GRADE LEVEL: 10 - 12

COURSE CREDIT: 1 Carnegie unit

PREREQUISITE: None

COMPUTER REQUIREMENT: One computer per student

RESOURCES: www.mysctextbooks.com

A. SAFETY

Effective professionals know the academic subject matter, including safety as required for proficiency within their area. They will use this knowledge as needed in their role. The following accountability criteria are considered essential for students in any program of study.

2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
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6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate perseverance.
11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self -direction.
16. Demonstrate lifelong learning.

G. LEGAL ISSUES IN HUMAN RESOURCE MANAGEMENT

Effective human resource professionals demonstrate knowledge of the legal issues which affect human resources within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.

1. Analyze major Equal Employment Opportunity laws.
2. Evaluate federal laws that influence human resources management (e.g., Civil Rights Acts, EEOC legislation, OSHA, Rights of Women, Elderly and Handicapped).
3. Explain the importance of establishing and implementing strong policies and procedures that govern the workplace.
4. Explain contemporary social and political issues facing human resources, (e.g. sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures).
5. Evaluate various job descriptions to determine compliance with employment laws.
6. Analyze and present employment laws as they refer to contemporary issues.

H. RECORDS MANAGEMENT SYSTEMS

Effective human resource professionals demonstrate knowledge and usage of records management systems needed within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.

1. Identify principles of records and information management.
2. Explain the objectives of an organized records management program.
3. Explain how databases are used in managing records.
4. Identify laws that regulate the retention and accessibility of records.

I. RECRUITING AND PLACEMENT

Effective human resource professionals demonstrate knowledge for

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2. Evaluate the parameters of a legal disciplinary action.
3. Evaluate counseling methods and techniques and determine when each would be most effective.
4. Demonstrate understanding of various methods and considerations of termination, voluntary, involuntary, and at -will.
5. Construct rationale for employee dismissal.
6. Analyze the impact of labor unions and outsourcing on employee dismissal.
7. Analyze and present contemporary cases on labor relations.

O. HUMAN RESOURCE MANAGEMENT CAREERS

Human Resource professionals demonstrate appropriate skills needed to prepare for success in business and industry. The following accountability criteria are considered essential for students in Human Resource program of study.

Human

1. Explore human resource management careers