

**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.

<b>RECOMMENDED GRADE LEVEL:</b>	10-12
<b>COURSE CREDIT:</b>	1 Carnegie unit
<b>PREREQUISITE:</b>	None
<b>COMPUTER REQUIREMENT:</b>	One computer per student
<b>RESOURCES:</b>	<a href="http://www.mysctextbooks.com">www.mysctextbooks.com</a>

**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.**

1. Review school safety policies and procedures.
2. Review classroom safety rules and procedures.
3. Review safety procedures for using equipment in the classroom.
4. Identify major causes of work-related accidents in office environments.
5. Demonstrate safety skills in an office/work environment.

**B. STUDENT ORGANIZATIONS**

**Effective professionals know the academic subject matter, including professional development, 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.**

1. Identify the purpose and goals of a Career and Technology Student Organization (CTSO).

2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member of a CTSO.
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

### **C. TECHNOLOGY KNOWLEDGE**

**Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e-mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical uses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in the work environment).
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describe ethical and legal practices of safeguarding the confidentiality of business-related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

### **D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS**

**Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Demonstrate punctuality.
2. Demonstrate self-representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.

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.

## **E. PROFESSIONAL KNOWLEDGE**

**Effective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.**

1. Demonstrate effective speaking and listening skills.
2. Demonstrate effective reading and writing skills.
3. Demonstrate mathematical reasoning.
4. Demonstrate job-specific mathematics skills.
5. Demonstrate critical-thinking and problem-solving skills.
6. Demonstrate creativity and resourcefulness.
7. Demonstrate an understanding of business ethics.
8. Demonstrate confidentiality.
9. Demonstrate an understanding of workplace structures, organizations, systems, and climates.
10. Demonstrate diversity awareness.
11. Demonstrate job acquisition and advancement skills.
12. Demonstrate task management skills.
13. Demonstrate customer-service skills.

## **F. INTRODUCTION TO HUMAN RESOURCE MANAGEMENT**

**Effective human resource professionals understand the role of human resource in the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Define basic terminology used in human resource management, (e.g. compliance, policies and procedures, etc.).
2. Explain basic human resource functions and responsibilities, (e.g. recruiting, selecting, training, developing, and compensating).
3. Analyze the role of human resource management in the workplace.

## **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 recruiting and placing employees within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Analyze the role, principles, and functions of recruitment and staffing in human resources administration.
2. Analyze various effective recruitment strategies, (e.g. social, print, networking, headhunting, etc.).
3. Explain the application of Equal Employment Opportunity Commission guidelines to the recruitment process.
4. Explain how to match an applicant to a job using job analysis and a job description.

5. Develop interview questions based on a job analysis.
6. Demonstrate the proper methods of conducting pre-employment interviews.
7. Conduct and participate in mock interviews.
8. Explain the different types of commonly used pre-employment screenings, (e.g., polygraph tests, behavior evaluations, graphology, physical examination, drug testing, criminal background checks).

## **J. TRAINING AND DEVELOPMENT**

**Effective human resource professionals demonstrate knowledge for training and developing employees within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Explain the purpose for new employee orientation and training, and the topics that should be discussed, (e.g. sexual harassment, EEOC rules and procedures, safety, general policies and procedures, etc.).
2. Analyze the task and person analysis to determine the necessary information needed to implement specific job-related training.
3. Explain the concept of on-the-job training and other forms of skills training.
4. Design, implement, and evaluate a training program.

## **K. COMPENSATION AND BENEFITS**

**Effective human resource professionals demonstrate knowledge of compensation and benefits for which employees are eligible within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Identify the principles of compensation and benefits plans.
2. Describe the legal issues associated with compensation and benefits plans (e.g., Davis-Bacon Act, Walsh-Healy Act, and Fair Labor Standards Act).
3. Demonstrate an understanding of the administration of compensation and benefits plans in the business environment.
4. Explain the factors that influence the pay and benefits system.
5. Summarize pay for performance, commission, and piece-rate systems.
6. Explain the federally mandated benefits, including: Federal Insurance Contributions Act Tax; Federal Unemployment Tax Act; workers' compensation; Consolidated Omnibus Budget Reconciliation Act; Family and Medical Leave Act; and Older Workers Benefit Protection Act.
7. Summarize major discretionary benefits (e.g., healthcare, payment for time not worked, flex time, holidays, vacation, sick leave, personal days off, supplemental unemployment benefits, life insurance, long-term care insurance, retirement, pension plans, thrift plans).
8. Explain ancillary services (e.g., employee assistance plans, personal counseling, child and elder care, credit unions, cafeterias, employee discounts, legal services, recreation and health clubs).

## **L. DEVELOPMENT AND EVALUATION**

**Effective human resource professionals demonstrate knowledge and appropriate skills for evaluating employees within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Discuss factors in managing dismissals effectively.
2. Describe a comprehensive approach in retaining, developing, and evaluating employees.
3. Explain why employees often need additional training such as learning new skills and technologies and complying with new laws and regulations;
4. Explain who should evaluate employees (e.g., supervisors and managers, peers, customers or clients, subordinates).
5. Construct an employee appraisal program that complies with all applicable laws.

## **M. WORKPLACE SAFETY AND HEALTH**

**Effective human resource professionals demonstrate knowledge for effective workplace safety and health within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Analyze the importance of workplace safety and health rules and regulations, (e.g. Occupational Safety and Health Act).
2. Explain the right-to-know laws.
3. Explain the necessity of enforcing safety rules and investigating and recording any workplace accidents.
4. Examine major health problems at work and how to prevent them, (e.g. contagious disease, repetitive stress injuries, asbestos, and lead).
5. Demonstrate what can be done to prevent or address workplace violence.
6. Explain what can be done to address employee stresses in the workplace.
7. Analyze and present contemporary cases addressing workplace safety and health.
8. Construct a program promoting safety awareness.

## **N. EMPLOYEE - MANAGEMENT RELATIONS**

**Effective human resource professionals demonstrate knowledge in employee – management relations within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.**

1. Determine what constitutes poor performance on the job, including but not limited to attendance issues, failure to meet work quotas, and unethical behavior.

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.**

1. Explore human resource management career opportunities.
2. Determine qualifications, skills, job responsibilities, education, and certifications needed for success in human resource management careers.
3. Identify appropriate dress and grooming for the workplace.
4. Develop an electronic portfolio for career opportunities.
5. Compose a resume and a letter of application.

[Course Materials and Resources](#)

[Course Academic Standards and Indicators](#)