

HUMAN RESOURCES MANAGEMENT

ACTIVITY COURSE CODE: 5093

COURSE DESCRIPTION: This course is designed to provide students with a basic understanding of Human Resources Management and its role in business.

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: Teacher recommendation

COMPUTER REQUIREMENT: One computer per student and Internet accessibility

RESOURCES:

www.mysctextbooks.com

A. SAFETY AND ETHICS

1. Identify major causes of work-related accidents in offices.
2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
3. Identify potential abuse and unethical uses of computers and networks.
4. Explain the consequences of illegal, social, and unethical uses of information technologies (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices).
5. Differentiate between freeware, shareware, and public domain software copyrights.
6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.
8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.
9. Discuss the importance of cyber safety and the impact of cyber bullying.

B. EMPLOYABILITY SKILLS

1. Identify positive work practices (e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization).
2. Demonstrate positive interpersonal skills (e.g., communication, respect, teamwork).

C. STUDENT ORGANIZATIONS

1. Explain how related student organizations are integral parts of career and technology education courses.
2. Explain the goals and objectives of related student organizations.
3. List opportunities available to students through participation in related student organization conferences/competitions, community service, philanthropy, and other activities.
4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. INTRODUCTION TO HUMAN RESOURCE MANAGEMENT

1. Identify the role of human resources in the business environment.
2. Demonstrate an understanding of theories, practices and functions of human resources management.
3. Classify the basic human resources functions such as recruiting, selecting, training, developing, and compensating.
4. Identify the principles of job analysis.

E. LEGAL ISSUES IN THE HIRING PROCESS

1. Analyze the major Equal Employment Opportunity laws.
2. Discuss 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 for dealing with sexual harassment.
4. Examine the contemporary social and political issues facing human resources, including sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures.
5. Explain the proper procedures and requirements to comply with Equal Employment Opportunity Commission rules and regulations;
6. Create a job description.
7. Research current cases dealing with equal employment using appropriate online technology.

F. RECORDS MANAGEMENT

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.

G. RECRUITING AND PLACEMENT

1. Identify the role of recruitment and staffing in human resources administration.
2. Identify the principles and functions of recruitment and staffing.
3. Discuss methods of recruiting (e.g., externally, internally).
4. Explain the application of Equal Employment Opportunity Commission guidelines to the recruitment process.
5. Explain how to match an applicant to a job using job analysis and a job description;
6. Explain the different types of commonly used pre-employment screenings (e.g., polygraph tests, honesty and integrity testing, graphology, physical examination, drug testing, criminal background checks).
7. Describe interview methods.
8. Demonstrate the proper methods of conducting pre-employment interviews.

H. TRAINING AND DEVELOPMENT

1. Describe methods of orientation and training of new employees.
2. Analyze the information necessary prior to the implementation of any job-related training, including task analysis and person analysis.
3. Explain how to implement a training program;
4. Understand the need for training newly hired employees in proper Equal Employment Opportunity Commission rules and procedures, including training on sexual harassment.
5. Illustrate the necessity for new employee orientation and the topics that should be covered.
6. Explain the concept of on-the-job training and other forms of skills training.
7. Evaluate a training program.
8. Design a training program.

I. COMPENSATION AND BENEFITS

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, 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).

J. EVALUATION

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.

K. WORKPLACE SAFETY AND HEALTH

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

L. EMPLOYEE-MANAGEMENT RELATIONS

1. Explain employee rights versus employer responsibilities.
2. Define discipline and how to implement disciplinary policies and procedures.
3. Identify the proper methods of discharging employees.
4. Define the concept of Alternative Dispute Resolution.
5. Summarize the major federal labor relations laws (e.g., Railway Labor Act, Norris-LaGuardia Act, Wagner Act, Landrum-Griffin Act).
6. Explain the structure and functions of a union.
7. Define why and how employees unionize.
8. Explain employer tactics used to oppose unionization and what employers cannot do during the unionization process.

9. Explain grievance procedures and arbitration.
10. Research contemporary cases on labor relations.

M. HUMAN RESOURCE MANAGEMENT CAREERS

1. Define terms related to human resource management careers.
2. Explore human resource management career opportunities.
3. Determine qualifications needed for success in human resource management careers.