

BA 240 Human Resource Management

GENERAL INFORMATION:

Course title: BA240 Human Resource Management		
Campus: National	Initiator: Marlene Mangonon and Edper Castro	Date: June 1, 2021
Course description Understanding the fundamentals of human resource management in an organization will be covered. The course focuses on the employment process, compensation and benefits, employee management, training and development, and employee relations. It provides the student with the opportunity to apply concepts, theories, and best practices to challenges faced in real business situations. The student will write and present a staffing plan as a final project.		

COURSE HOURS/CREDITS:

	Hours per Week	No. of Weeks	Total Hours	Semester Credits
Lecture	3	x 16	x 48	= 3
Laboratory		x	x	=
Lecture/Lab		x	x	=
Workshop		x	x	=
		Total Semester	Credits	= 3

PURPOSE OF COURSE:

☒ Degree requirement

☐ Degree elective

☐ Certificate

☐ Other

PREREQUISITES:

- BA110 Contemporary Business
- SS/PY101 General Psychology

PSLOS OF OTHER PROGRAMS THIS COURSE MEETS:

PSLO#	Program
N/A	

CAC Chair signatures:_____ Date recommended:_____

VPIA signature:_____ Date approved:_____

1) INSTITUTIONAL STUDENT LEARNING OUTCOMES

[X]	1. Effective oral communication: capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
[X]	2. Effective written communication: development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
[]	3. Critical thinking: a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
[X]	4. Problem solving: capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
[]	5. Intercultural knowledge and competence: a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
[X]	6. Information literacy: the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
[X]	7. Foundations and skills for life-long learning: purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
[]	8. Quantitative Reasoning: ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.

2) PROGRAM STUDENT LEARNING OUTCOMES (PSLOs): The student will be able to:

1. Apply skills concepts and techniques in main functional areas of business and accounting;
2. Interpret and use quantitative techniques in solving business problems and decision-making using technological tools;
3. Develop and apply effective intercultural oral and written communication skills appropriate for business; and
4. Recognize and assess basic legal, environmental, and ethical challenges confronting businesses in general.

3) COURSE STUDENT LEARNING OUTCOMES (CSLOs)(General): The student will be able to:

1. Explain the functions of Human Resources Management in an organization;
2. Describe tools and techniques managers use to determine the Human Resources' needs, to develop an effective workforce, and to maintain employees;
3. Explain how to develop a healthy work environment and effective employee relations; and
4. Prepare a simple staffing plan for a small business within a local business setting.

4) COURSE STUDENT LEARNING OUTCOMES (CSLOs)(Specific): The student will be able to:

CSLO (General) 1: Describe the nature of accounting, basic accounting concepts and principles.			
Student Learning Outcome (specific)	ISLO	PSLO	Assessment Strategies
1.1 Discuss the concepts, theories, principles, and elements of the Human Resources Management (HRM) in relation to contemporary practices locally and internationally.	4, 6, 7	1	The student will complete an exam rated with a rubric that will focus on discussing the concepts, theories, principles, and elements of the HRM in relation to contemporary practices locally and internationally.
1.2 Discuss roles and responsibilities for Human Resources (HR) departments.	4, 6, 7	1	The student will complete an exam rated with a rubric that will focus on discussing roles and responsibilities for HR departments.
1.3 Discuss HR strategies and planning.	4, 6, 7	1	The student will complete an exam rated with a rubric that will focus on discussing HR strategies and planning.
1.4 Discuss HR challenges.	4, 6, 7	1	The student will complete an exam rated with a rubric that will focus on discussing HR challenges.
CSLO (General) 2: Describe tools and techniques managers use to determine the Human Resources' needs, to develop an effective workforce, and to maintain employees;			
Student Learning Outcomes (specific)	ISLO	PSLO	Assessment Strategies
2.1 Explain job design and analysis.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on explaining job design and analysis.
2.2 Describe recruitment, selection, and orientation.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on describing recruitment, selection, and orientation.
2.3 Explain training, and development.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on explaining training, and development.

2.4 Explain performance management and appraisal.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on explaining performance management and appraisal.
2.5 Explain employee compensation, rewards, and benefits.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on explaining employee compensation, rewards, and benefits.

CSLO (General) 3: Explain how to develop a healthy work environment and effective employee relations.

Student Learning Outcomes (specific)	ISLO	PSLO	Assessment Strategies
3.1 Discuss employee protection.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on discussing employee protection.
3.2 Discuss employee rights and responsibilities.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on discussing employee rights and responsibilities.
3.3 Discuss employee grievance and the stages in a dispute resolution procedure.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on discussing employee grievance and the stages in a dispute resolution procedure.
3.4 Discuss employee labor unions.	4, 6*, 7	1	The students will complete a group assignment rated with a rubric that will focus on discussing employee labor unions.
3.5 Discuss employee termination.	4, 6, 7	1	The students will complete a group assignment rated with a rubric that will focus on discussing employee termination.

CSLO (General) 4: Prepare a simple staffing plan for a small business within a local business setting.

Student Learning Outcomes (specific)	ISLO	PSLO	Assessment Strategies
4.1 Write basic components of a staffing plan.	2, 4, 6, 7	1	The student will complete a project rated with a rubric that will focus on writing basic components of a staffing plan.
4.2 Present a staffing plan.	1, 4, 6, 7*	1	The student will complete a project rated with a rubric that will focus on presenting a staffing plan.

5) COURSE CONTENT:

- An Overview Of Human Resources Management
- Human Resources Planning
- Cultural Diversity in Human Resources
- Job Analysis and Design
- Human Resource Planning
- Recruiting Employees
- Selecting Employees
- Orienting Employees
- Training Employees
- Compensation and Benefits
- Performance Appraisal
- Legal Environment of HRM

6) METHOD(S) OF INSTRUCTION:

☒ Lecture ☒ Cooperative learning groups

☐ Laboratory ☐ In-class exercises

☐ Audio visual ☐ Demonstrations

☒ Other –Learning Management System

7) REQUIRED TEXT(S) AND COURSE MATERIALS:

Book title: Sean Valentine, et. al., *Human Resource Management*.16th ed., Cengage Learning, 2020 (or most recent edition).

Digital resources: Cengage MindTap Learning Management System(LMS)

Computer with internet access

8) REFERENCE MATERIALS:

Scott Snell, et. al.,*Managing Human Resources*.18th ed., Cengage Learning, 2019 (or most recent edition).

11) INSTRUCTIONAL COSTS: None

None

10) EVALUATION:

Summative evaluation is accomplished by having the student complete the examinations and final project (case study).

The student will need at least a grade of “C” to pass the course.

11) CREDIT BY EXAMINATION:

None

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Endorsed by CC: 04/05/2023

Approved by VPIA: 04/27/2023

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