COURSE DESCRIPTION:

The Human Resource Management course is for participants desiring a review course in preparation for the Human Resource Certification Institute exam, professionals seeking a broad overview of human resource management, or human resource specialists desiring a broader understanding of the field.

PREREQUISITES: None

COURSE OBJECTIVES:

The course objective is primarily to assist students in preparing to sit for the Professional in Human Resources certification exam, administered by the Human Resource Certification Institute.

COURSE OUTLINE:

I. Strategic Management
   - Role of HR in Organizations
   - Strategic Planning Process
   - Scanning the External Environment
   - Organizational Structure and Internal HR Partners
   - Measuring HR Effectiveness
   - Ethical Issues Affecting HR
   - HR and the Legislative Environment

II. Workforce Planning and Employment
   - Key Legislation Affecting Employee Rights
   - Key Legislation Affecting Privacy and Consumer Protection
   - Equal Employment Opportunity/Affirmative Action
   - Gender Discrimination and Harassment in the Workplace
   - Organizational Staffing Requirements
   - Job Analysis and Documentation
   - Recruitment
   - Flexible Staffing
   - Selection
   - Employment Practices
   - Organizational Exit
   - Employee Records Management

III. Human Resource Development
   - Key Legislation
- HR Development and the Organization
- Adult Learning and Motivation
- Assessment of HRD Needs
- HRD Program Design and Development
- HRD Program Implementation
- Evaluating HRD Effectiveness
- Career Development
- Developing Leaders
- Organizational Development Initiatives
- Performance Management

IV. Compensation and Benefits
- Key Legislation
- Total Compensation and the Strategic Focus of the Organization
- Pay Administration
- Compensation Systems
- Introduction to Benefit Programs
- Government-Mandated Benefits
- Voluntary Benefits
- Compensation and Benefit Programs for International Employees
- Evaluating the Total Compensation System and Communicating It to Employees

V. Employee and Labor Relations
- Key Legislation Affecting Employee and Labor Relations
- Employee Relations and Organizational Culture
- Employee Involvement Strategies
- Positive Employee Relations
- Work Rules
- Effective Communication of Laws, Regulations, and Organizational Policies
- Discipline and Formal Complaint Resolution
- Union Organizing
- Unfair Labor Practices
- Collective Bargaining
- Strikes and Secondary Boycotts
- Public-Sector Labor Relations
- International Employee and Labor Relations

VI. Occupational Health, Safety, and Security
- Key Legislation
- Safety
- Health
- Security

COURSE REQUIREMENTS:
Students will participate in class presentations and discussions and complete all post-tests at the end of each module, including the comprehensive final exam. A significant amount of homework assignments, including reading material, case studies, and group projects, is required.

STUDENT SUCCESS CENTER:

Tutors may be obtained through the Student Success Center. Contact the staff in C219 if this service is desired. John A. Logan College will make reasonable accommodations for students with documented disabilities under Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Any student with a disability that may have some impact on work in this class, who feels she/he needs an accommodation, should make an appointment with the Coordinator of Services for Students with Disabilities on campus, Christy McBride, room C219B, extension 8516. Before services can be provided, this advisor must determine eligibility and arrange appropriate academic adjustments. **It is the student’s responsibility to register in advance of a school term with this office and to turn in a schedule each term to ensure that there is every opportunity for success in this class.**

ATTENDANCE:

Students are expected to attend all scheduled class periods. Attendance is necessary for successful completion of the course.

METHOD OF EVALUATION:

The student’s grade for the class will be based upon successful completion of all assigned exercises and projects. In addition, students are required to

- attend 75% of course sessions, and
- achieve an average of 70% on all post-tests and the final exam.

METHODS OF PRESENTATION:

- Lecture
- Case studies
- Discussion
- Visual aids

TEXT/MATERIAL:

*Human Resource Certification Preparation 2015* (Print and online material)

GRADE SCALE:
This is a Pass or Fail course. Students will receive a grade of Pass if all participation requirements are fulfilled and they have achieved an average of 70% on all post-tests and the final exam.

**REFUND POLICY:**

All materials and course fees are non-refundable.

**INSTRUCTORS:** Jim Pape and Debby Pape, Ph.D., SPHR

**DATE:** Fall 2015

**PREPARED BY:** Sheila M. Colombo, PHR

*John A. Logan College does not discriminate on the basis of race, religion, color, national origin, disability, age, sexual orientation or gender orientation.*