

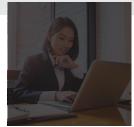
## **HUMAN RESOURCE MANAGEMENT**

The Human Resource Management course is designed to familiarize students with the concepts related to human resource management, including legal requirements, employee selection considerations, and employee development and evaluation.











## TOPIC MODULES:

Human Resource Management Foundations - 25 min

- · Define the term "human resources".
- Classify the basic human resource functions such as recruiting, selecting, training, developing, and compensating.
- Categorize the basic responsibilities of a human resource manager, including advice and counsel, service, policy formulation and implementation, and employee advocacy.
- Human Resource Management | Laws and Requirements - 30 min
- Describe the purpose of the Civil Rights Acts, EEOC legislation, women's rights, and rights of the elderly and disabled, as they apply to human resource functions.
- Demonstrate an awareness of federal and state administrative agencies, their duties, and how they affect human resource managers.
- Describe the "Right to Know" law and the Whistleblower Protection Act.
- Explain the importance of strong policies and procedures for dealing with sexual harassment.
- Examine contemporary social and political human resource issues, such as sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures.
- Performance Management - 20 min
- Define performance appraisal.
- · Identify the uses of performance appraisal.
- Describe the importance of performance management.
- Describe the performance appraisal process.

