

Office of Academic Affairs
Tarleton State University
Date Prepared: 12/1/08
Dates Revised:

Master Course Syllabus Outline

Department: Management, Marketing and Administrative Systems
Course Prefix/Number: HRM 500
Course Title: Human Resource Management
Master Syllabus Approved by Department on: 12/1/08

- I. Catalog Description: Presents the fundamental principles and techniques of personnel management and examines the management of human resources from the point of view of the personnel officer, the operational manager and the employee. Examines the responsibilities of organizational leadership for incorporating human resource issues in strategic planning and initiatives. Emphasis is placed on current legal considerations, issues and research. Course may not be taken for MS HRM program credit.

- II. Prerequisites: None

- III. Expanded Course Description:
This course helps students to better understand the complexities of managing people in organizations, with primary focus on human resource management strategy, organizational staffing, human resource development, total compensation, employee and labor relations, and organizational safety, health and security. By focusing on strategic, operational and administrative aspects of human resource management, students acquire critical knowledge of the changing nature of issues facing their most important organizational asset: human resources. In addition to the functional topics listed above, attention is also given to developing human resource system support competencies, such as job analysis and design, human resources law, ethics, economics and theory application.

- IV. Intended Student Outcomes: (Must include outcomes of knowledge and skills, and may also include behavioral).
Competency 1: Strategic Human Resource Management
Knowledge of strategic management concepts (strategy development, macro/micro-economics, human resource law, ethics, scorecard metrics, global HRM, etc.) related to designing and implementing effective and efficient human resource management programs.

Competency 2: Workforce Planning and Employment
Knowledge of workforce planning and employment concepts (employment laws, job analysis and design, HR forecasting, recruiting methods, valid

selection practices, etc.) related to designing and implementing effective organizational staffing practices.

Competency 3: Human Resource Development

Knowledge of human resource development concepts (learning styles, training analysis, development, design, Implementation, evaluation, etc.) related to designing and implementing effective organizational training and development practices.

Competency 4: Total Compensation

Knowledge of total compensation concepts (wages, variable pay, benefits administration, pay policy, pay structure, pay philosophy, compensation administration, compensation law, etc.) related to designing and implementing effective compensation and benefit practices.

Competency 5: Employee and Labor Relations

Knowledge of employee and labor relations concepts (organizational behavior, fair treatment, discipline, union security, management rights, collective bargaining, labor law, etc.) related to designing and implementing effective organizational labor practices.

Competency 6: Health, Safety and Security

Knowledge of occupational health, safety and security concepts (occupational safety and health regulations and enforcement, workplace hazards, information security, etc.) related to designing and implementing effective organizational practices.

At the conclusion of the course the student will apply research and communication skills to discuss the legal, social, ethical and organizational issues that impact the human resource management function.

- V. Unless otherwise stipulated in this master syllabus by the department, the following items are subject to faculty discretion as described in each faculty member's individual course outline/syllabus:
- a) Course Requirements
 - b) Required Text(s)
 - c) Bibliography
- VI. Academic Honesty: Cheating, plagiarism (submitting another person's materials or ideas as one's own), or doing work for another person who will receive academic credit are all-impermissible. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged

material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the faculty member who teaches the course in which the cheating took place.

VII. **Students With Disabilities Policy:** It is the policy of Tarleton State University to comply with the Americans with Disabilities Act (ADA) and other federal, state, and local laws relative to the provision of disability services. Students with disabilities attending Tarleton State University may contact the Office of Disability Services at (254) 968-9478 to request appropriate accommodation. Furthermore, formal accommodation requests cannot be made until the student has been officially admitted to Tarleton State University.

Department Head Signature/Date:

Signature

____/____/_____
Date