BA 224 Human Resources Management Outcomes

Upon completing this course, students should be able to:

1. Discuss the goals of HR management.
2. Identify factors to be considered in forecasting and the supply and demand for human resources in an organization.
3. Understand why external environmental scanning is an important part of HR planning.
4. Explain the expectancy theory of motivation.
5. Define job design.
6. Define job satisfaction and organization commitment.
7. Differentiate among diversity management, equal employment opportunity, and affirmative action.
8. Explain how to identify when illegal discrimination occurs.
10. Demonstrate an understanding of the two types of sexual harassment and how employers should respond to complaints.
12. Two age discrimination issues.
13. List five requirements of the Americans with Disabilities Act.
15. Write a job description and the job specifications for it.
16. Outline a typical recruiting process and identify legal considerations affecting recruiting.
17. List and describe three internal and three external sources of recruiting candidates.
18. Write an employee wanted advertisement that is directly related to the organizational culture as well as job description.
19. Diagram a typical selection process in sequential order.
20. Discuss three types of interviews, their advantages and disadvantages.
21. Identify legal concerns affecting background investigations of applicants.
22. Define training and discuss its legal aspects.
23. Describe the major phases of a training system.
24. Define human resource development and how it differs from training.
25. Distinguish between job criteria and performance standards and discuss criterion contamination.
26. Identify the characteristics of a legal and effective performance appraisal system.
27. Identify the three types of compensation and discuss two compensation philosophies.
29. Discuss different bases for compensation.
30. Define incentive and give examples of three categories of incentives.
31. Identify four guidelines for successful incentive programs.
32. Define benefit and identify approximate average benefit costs.
33. Explain how workers' compensation and child labor laws are related to health and safety.
34. Describe the basic provisions of the Occupational Health and Safety Act of 1970.
35. List elements to consider when developing an employee handbook.
36. Understand the terms at-will and just-cause in relationship to employee discipline systems.
37. Describe what a union is and why employees join unions.
38. Identify and discuss the stages in the unionization process.
39. Define collective bargaining and identify at least four bargaining relationships.
40. Identify an HR audit and how one is conducted.