

**University of Arkansas – Fort Smith
5210 Grand Avenue
P. O. Box 3649
Fort Smith, AR 72913–3649
479–788–7000**

General Syllabus

MGMT 31743 Human Resource Management

Credit Hours: 3

Lecture Hours: 3

Laboratory Hours: 0

Prerequisite: Admission to the College of Business or consent of instructor

Effective Catalog: 2018-2019

I. Course Information

A. Catalog Description

Examines the human resource function within organizations from a strategic perspective. Emphasis placed upon staffing, compensation, development, performance management, employee relations, safety and health, and the legal environment.

II. Student Learning Outcomes

A. Subject Matter

Upon successful completion of this course, the student will be able to:

1. Link and align strategic planning and HR planning processes.
2. Employ forecasting methods to determine workforce needs of an organization.
3. Employ job analysis methods to design job descriptions and specification.
4. Design work for team contributions.
5. Compute turnover and absenteeism rates and determine direct and indirect costs of each.
6. Specify federal laws relevant to HR processes and functions.
7. Identify barriers and challenges to recruiting, selecting, and developing a diverse talent pool
8. Employ a systems approach to training and development.
9. Design valid and reliable performance appraisal methods.
10. Link compensation, incentives, and benefit decisions to organizational objectives.
11. Identify measures that should be taken to control and eliminate health hazards.
12. Discuss the meaning of discipline and how to investigate a disciplinary problem.
13. Discuss the role of ethics in the management of human resources.
14. Identify and explain the principal federal laws that provide the framework for labor relations.

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Analytical Skills

Critical Thinking Skills - Students will use critical thinking skills to identify problems/issues in human resources and develop solutions/analysis.

Communication Skills (written and oral)

Students will compose coherent documents appropriate to the intended audience.

Ethical Decision Making

Students will be able to recognize and analyze ethical dilemmas and apply ethical concepts and rules to determine viable alternatives in management situations.

Cultural and Global Perspectives

Students will be able to recognize cultural differences and understand how they may affect the practice of managing diversity and inclusion.

III. Major Course Topics

- A. Strategy and Human Resources Planning
- B. Equal Employment Opportunity and Human Resources Management
- C. Job Analysis and Employee Engagement
- D. Recruitment
- E. Selection
- F. Training and Development
- G. Appraising and Improving Performance
- H. Managing Compensation
- I. Pay-for-Performance
- J. Employee Benefits
- K. Safety and Health
- L. Employee Rights and Discipline
- M. Labor Relations