HUMAN RESOURCES MANAGEMENT
NEW NAME   : FUNDAMENTALS OF HUMAN RESOURCES
Effective: 2018   - 19
COURSE CODE: 5093

COURSE DESCRIPTION: The purpose of this course is to provide students with a
basic understanding of the primary functions of human resources management to
include recruitment, selection, training and development, compensation, and
evaluation.

OBJECTIVE: Given the necessary   equipment, supplies, and facilities, the student
will complete all of the following core standards successfully.

RECOMMENDED GRADE LEVEL: 10 - 12

COURSE CREDIT: 1 Carnegie unit

PREREQUISITE: None

COMPUTER REQUIREMENT: One computer per   student

RESOURCES: www.mysctextbooks.com

A. SAFETY

   Effective professionals know the academic subject matter, including
   safety as required for proficiency within their area. They will use this
   knowledge as needed in their role. The following accountability criteria
   are considered essential for students in any program of study.

   1.

2. Explain how CTSOs are integral parts of specific clusters, majors, and/or courses.
3. Explain the benefits and responsibilities of being a member of a CTSO.
4. List leadership opportunities that are available to students through participation in CTSO conferences, competitions, community service, philanthropy, and other activities.
5. Explain how participation in CTSOs can promote lifelong benefits in other professional and civic organizations.

C. TECHN OLOGY KNOWLEDGE

Effective professionals know the academic subject matter, including the ethical use of technology as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate proficiency and skills associated with the use of technologies that are common to a specific occupation.
2. Identify proper netiquette when using e -mail, social media, and other technologies for communication purposes.
3. Identify potential abuse and unethical u ses of laptops, tablets, computers, and/or networks.
4. Explain the consequences of social, illegal, and unethical uses of technology (e.g., piracy; illegal downloading; licensing infringement; inappropriate uses of software, hardware, and mobile devices in t he work environment).
5. Discuss legal issues and the terms of use related to copyright laws, fair use laws, and ethics pertaining to downloading of images, photographs, documents, video, sounds, music, trademarks, and other elements for personal use.
6. Describ e ethical and legal practices of safeguarding the confidentiality of business - related information.
7. Describe possible threats to a laptop, tablet, computer, and/or network and methods of avoiding attacks.

D. PERSONAL QUALITIES AND EMPLOYABILITY SKILLS

Ef fective professionals know the academic subject matter, including positive work practices and interpersonal skills, as needed in their role. The following accountability criteria are considered essential for students in any program of study.

1. Demonstrate punctuality.
2. Demonstrate self - representation.
3. Demonstrate work ethic.
4. Demonstrate respect.
5. Demonstrate time management.

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6. Demonstrate integrity.
7. Demonstrate leadership.
8. Demonstrate teamwork and collaboration.
9. Demonstrate conflict resolution.
10. Demonstrate   perseverance.
11. Demonstrate commitment.
12. Demonstrate a healthy view of competition.
13. Demonstrate a global perspective.
14. Demonstrate health and fitness.
15. Demonstrate self - direction.
16. Demonstrate lifelong learning.

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G. LEGAL ISSUES IN HUMAN RESOURCE MANAGEMENT

Effective human resource professionals demonstrate knowledge of the legal issues which affect human resources within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.

1. Analyze major Equal Employment Opportunity laws.
2. Evaluate federal laws that influence human resources management (e.g., Civil Rights Acts, EEOC legislation, OSHA, Rights of Women, Elderly and Handicapped).
3. Explain the importance of establishing and implementing strong policies and procedures that govern the workplace.
4. Explain contemporary social and political issues facing human resources, (e.g. sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures).
5. Evaluate various job descriptions to determine compliance with employment laws.
6. Analyze and present employment laws as they refer to contemporary issues.

H. RECORDS MANAGEMENT SYSTEMS

Effective human resource professionals demonstrate knowledge and usage of records management systems needed within the work environment. The following accountability criteria are considered essential for students in Human Resource program of study.

1. Identify principles of records and information management.
2. Explain the objectives of an organized records management program.
3. Explain how databases are used in managing records.
4. Identify laws that regulate the retention and accessibility of records.

I. RECRUITING AND PLACEMENT

Effective human resource professionals demonstrate knowledge for

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2. Evaluate the parameters of a legal disciplinary action.
3. Evaluate counseling methods and techniques and determine when each would be most effective.
4. Demonstrate understanding of various methods and considerations of termination, voluntary, involuntary, and at -will.
5. Construct rationale for employee dismissal.
6. Analyze the impact of labor unions and outsourcing on employee dismissal.
7. Analyze and present contemporary cases on labor relations.

O. HUMAN RESOURCE MANAGEMENT CAREERS

Human Resource professionals demonstrate appropriate skills needed to prepare for succe ss in business and industry. The following accountability criteria are considered essential for students in Human Resource program of study.

1. Explore human resource management carelc5Oem