



Human Resource Management Syllabus CHS /PRCTC Department

Contact Information: Parents may contact me by phone, email, or visiting the school.

Teacher: Ms. Bridget Black

Email Address: bridget.black@ccsd.us

Phone Number: (740) 702-2287 ext. 16234

Online: <http://www.ccsd.us/1/Home>

CCSD Vision Statement: The Chillicothe City School District will provide tomorrow's leaders with a high-quality education by developing high expectations and positive personal relationships among students, staff, and community members.

CCSD Mission Statement: The Chillicothe City School District empowers students to learn, to lead, and to serve.

Course Description and Prerequisite(s) from Course Handbook:

Human Resource Management

Subject Code: 142035

Pre-Requisite: None

Graded Conventionally

Credit: 1

Course Description:

Students will develop human resources strategies to obtain, retain, and effectively use talent throughout the organization. Students will utilize technology to create job applications, job descriptions, and job profiles to support the talent acquisition process. They will learn to recruit applicants, administer employment assessments, conduct background investigations, and make and communicate hiring decisions. Students will also develop employee handbooks and establish performance improvement processes. Rewards and recognition practices, relationship management and compliance will be addressed.

Required: 120-150 hours per course

Course Fee: Students will have the opportunity to be a part of a Career Tech Student Organization (BPA) as part of this course. Students who choose to be a part of the programs respective Career Tech Student Organization will have opportunities to be student officer, attend leadership activities and participate in various leadership and skill competitions. Students who wish to be a part of the program's respective Career Tech Student Organization will be required to pay the dues associated with the organization prior to participation in activities outside the normal classroom. \$40 for BPA Membership

Learning Targets: Defined below for clarity are the Unit Titles, Big Ideas of every Unit taught during this course, and the Essential Questions to be answered to better understand the Big Ideas. A student's ability to grasp and answer the Essential Questions will define whether or not he or she adequately learns and can apply the skills found in Big Ideas. This will ultimately define whether or not a student scores well on assessments administered for this course.

- **1st Quarter**

- **Unit I Title: Employability Skills**

- **Big Idea #1:** I can develop career awareness and employability skills (face to face, phone and online) needed for gaining and maintaining employment in a diverse business setting.
 - *Essential Question #1:* How can I develop the knowledge, skills and abilities necessary to succeed in business careers?
 - *Essential Question #2:* How can I identify career opportunities and the requirements for education, training, certifications, licensure and experience?
 - *Essential Question #3:* How can I develop a career plan that reflects career interest, pathways and secondary and postsecondary options?
- **Big Idea #2:** I can I can explain the importance of work ethics in business.
 - *Essential Question #1:* How can I explain the importance of work ethics, accountability and responsibility in business?
 - *Essential Question #2:* How can I demonstrate responsible behavior in fulfilling personal community and workplace roles?

- *Essential Question #3:* How can I recognize different culture beliefs and practices in the workplace and demonstrate respect for them?
 - **Big Idea #3:** I can apply problem solving and critical thinking skills to work related issues when making decision and formulating solutions.
 - *Essential Question #1:* How can I identify the correlation between emotions, behavior and appearance and managing those to establish and maintain professionalism?
 - *Essential Question #2:* How can I give and receive constructive feedback to improve work habits?
 - *Essential Question #3:* How can I adapt personal coping skills to adjust to taxing workplace demands?
- **Unit II Title: Business Literacy, Ethics and Law**
 - **Big Idea #1:** I can explain how professional, ethical and legal behavior contributes to the continuous improvement in business performance and compliance.
 - *Essential Question #1:* How can I explain Quality Assurance Information, Safety Data Sheets -SDS, Product Safety Data Sheets – PSDS and their importance in Human Resources?
 - *Essential Question #2:* How can I identify labor laws that affect employability harassment, labor, employment, employment interviews, testing, minor labor laws, Americans with Disabilities Act, Fair Labor Standards Act and Equal Employment Opportunity Commission?
 - *Essential Question #3:* How can I explain the consequences of violating labor laws?
 - **Big Idea #2:** I can explain the importance of continued professional and ethical behavior in all employees in a business.
 - *Essential Question #1:* What is ethics in personal and in the business world?
 - *Essential Question #2:* What does “do as I say not as I do mean?” and why should you not follow that rule?
 - *Essential Question #3:* What can the ethical dilemma be of hiring family and close friends in business cause?

- **Big Idea #3:** I can hire the best candidate for the job.
 - *Essential Question #1:* What is nepotism?
 - *Essential Question #2:* What is an anti-nepotism policy?
 - *Essential Question #3:* How can Human Resources handle nepotism in the workplace?
- **2nd Quarter**
 - **Unit III Title: Customer and Relationship Management**
 - **Big Idea #1:** I can apply techniques and strategies to develop, maintain and grow positive relations with employees, peers and stakeholders.
 - *Essential Question #1:* How can I explain ways to businesses build positive employer-employee relationships?
 - *Essential Question #2:* How can I determine the nature of office politics “water cooler talk” and overcome problems associated with office politics and turf wars?
 - *Essential Question #3:* How can I manage internal and external business relationships to foster positive interactions for business growth?
 - **Big Idea #2:** I can apply techniques, strategies and tolls to develop, maintain and grow positive internal and external customer, client, employee and co-worker relationships.
 - *Essential Question #1:* Why is confidentiality and privacy a requirement in HR?
 - *Essential Question #2:* What are consequences of not maintaining customer and employee confidentiality?
 - *Essential Question #3:* Are all conversations with HR confidential?
 - **Big Idea #3:** I can determine the nature of Human Resource responsibility of confidential personnel files.
 - *Essential Question #1:* Why is the Human Resource department confidentiality crucial to the integrity of y our business organization?
 - *Essential Question #2:* What is the importance of maintaining strict confidential employment records?
 - *Essential Question #3:* What is a non-disclosure agreement and a non- compete clause?
 - **Unit IV Title: Human Resource Planning**

- **Big Idea #1:** I can plan talent management activities that align with organization and human resource strategies and provide appropriate guidance for talent-management decision -making.
 - *Essential Question #1:* What are the functions of Human Resource Management?
 - *Essential Question #2:* What are the factors that impact Human Resource Management availability for qualified people, alternative staffing methods, employment laws, company policy and procedures, total rewards program diversity, inclusion and technology?
 - *Essential Question #3:* What are the components of a Total Rewards Program – compensation, benefits, professional development, recognition and work-life balance?
- **Big Idea #2:** I can describe the impact that Human Resource plays on an ongoing global business strategy, structure and culture.
 - *Essential Question #1:* How can Human Resource Management help businesses build their employer brand and their brand significance?
 - *Essential Question #2:* How can Human Resource Management help plan the techniques used in hiring process (succession planning, work force planning or forecasting, staffing and leadership development, sourcing and selection)?
 - *Essential Question #3:* How can Human Resource Management help evaluate and use alternative staffing methods to meet organizational department objectives (outsourcing, telecommuting, shared responsibility, flex scheduling, virtual teams, contracted workers and interns)?
- **Big Idea #3:** I can establish hiring policies and procedures and employment selection procedures.
 - *Essential Question #1:* How can I develop or tailor a job application form?
 - *Essential Question #2:* How can I develop job descriptions, job specifications and job profiles?
 - *Essential Question #3:* How can I explain assessment methods used in the hiring process?
- **MID-TERM EXAM**

- **3rd Quarter**
 - **Unit V Title: Talen Acquisition**
 - **Big Idea #1:** I can apply policies, processes, procedures and strategies to obtain the best qualified candidates for the job positions?
 - *Essential Question #1:* How can I determine staffing needs and evaluate availability or talent?
 - *Essential Question #2:* How can I develop strategies to market the organization to potential employees?
 - *Essential Question #3:* What factors do you consider when hiring different categories of employees (interns, independent contractors, people with disabilities, retired people and Non-US Citizens)?
 - **Big Idea #2:** I can complete proper paperwork to hire new employees.
 - *Essential Question #1:* How can I write and post job announcements for job openings?
 - *Essential Question #2:* How can I screen and interview job applicants using culturally appropriate techniques?
 - *Essential Question #3:* How can I use all legal resources to check backgrounds to hire new employees?
 - **Big Idea #3:** I can use all legal resources to check backgrounds to hire new employees.
 - *Essential Question #1:* How can I conduct a legal and compliant investigation of an applicant's background?
 - *Essential Question #2:* How can I make job offers explaining contingencies underlying the offers and negotiate employment terms and the contract for employment?
 - *Essential Question #3:* How can I make hiring decisions and follow up with a yes or no in a consistent and compliant manner?
 - **Unit VI Title: Talent Onboarding and Development**
 - **Big Idea #1:** I can apply strategies, policies and procedures to orient new hires into the workplace?
 - *Essential Question #1:* How can I conduct Human Resource Management onboarding activities (employment eligibility verification, tax

- paperwork, contracts, benefit plans, policies, orientations, safety meetings etc.)?
 - *Essential Question #2:* How can I coach or mentor cross departmental networking for new employee training?
 - *Essential Question #3:* How can I obtain resources and tools for talent development and ensure appropriate training?
- **Big Idea #2:** I can identify leadership development activities appropriate to the position or level of the job.
 - *Essential Question #1:* How can I select and administer assessments to evaluate employee trainings?
 - *Essential Question #2:* How can I apply performance improvement plans to build accountability and strengthen relationships?
 - *Essential Question #3:* How can I determine employee and business talent-development needs (task or process analysis, gap or needs analysis)?
- **Big Idea #3:** I can support the physical and mental health of our employees.
 - *Essential Question #1:* How can I develop programs, practices and services that promote the physical and mental well-being of individuals in the workplace?
 - *Essential Question #2:* How can I make recommendations for success planning and for the development of succession and workforce programs tied to leadership and staff development?
 - *Essential Question #3:* How can I facilitate career development planning?
- **4th Quarter**
 - **Unit VII Title: Total Rewards and Recognition**
 - **Big Idea #1:** I can apply strategies, processes and procedures to administer and assess compensation and benefit plans in union and non-union environments.
 - *Essential Question #1:* How can I describe compensation methods and their advantages and disadvantages and the impact on achievement of corporate, team and individual goals?
 - *Essential Question #2:* How can I describe total reward strategies (benefits plans, fitness, wellness programs, retirement plans, executive

- compensations, alternative work practices, leave techniques, and tuition reimbursement)?
 - *Essential Question #3:* How can I describe the impact of total rewards options (retirement plans, benefit plans, pay for performance, market-based pay system) for employees and make recommendations to improve values of total rewards options?
 - **Big Idea #2:** I can explain compensation issues with all types and levels of employees.
 - *Essential Question #1:* How can I explain compensation associated with interns, retirees, consultants, contractors, union agreements and fair pay?
 - *Essential Question #2:* How can I classify jobs (Fair Labor Standard Act FLSA, exempt, non-exempt, EEOC) and apply salary ranges, pay grades or benefits eligibility?
 - *Essential Question #3:* How can I conduct legally acceptable research to determine competitiveness of compensation and benefits?
 - **Big Idea #3:** I can identify policies and activities to promote employee's satisfaction engagement and retention and minimize costs.
 - *Essential Question #1:* How can I use community involvement as a talent acquisition, development and retention strategy (determine interest in community activity and coordinate involvement)?
 - *Essential Question #2:* How can I assess employer-employee relationships and talent engagement strategies, resolving identified issues?
 - *Essential Question #3:* How can I delegate work to others and assist with prioritizing work responsibilities?
- **Unit VIII Title: Human Resource Operations**
 - **Big Idea #1:** I can develop, implement and evaluate the day to day policies, procedures and activities that are used to ensure efficient, effective Human Resource Management.
 - *Essential Question #1:* How can I describe what needs to improve to underperforming employees?
 - *Essential Question #2:* How can I discuss a performance improvement plan with dates and

timeframes to improve by and the consequences if not improved?

- *Essential Question #3:* How can I show positive movement in an effort in order to encourage at risk employees?
- **Big Idea #2:** I can train our manager and supervisors to coach and train employees successfully.
 - *Essential Question #1:* How can I educate and counsel our staff to properly train employees?
 - *Essential Question #2:* How can I motivate staff to work honestly ethically and fairly?
 - *Essential Question #3:* How can I promote crucial conversations when there are conflicts between all levels of staff?
- **Big Idea #3:** I can legally remove and employee from employment.
 - *Essential Question #1:* Why will you distribute the employee handbook with the employee when you “let them go”?
 - *Essential Question #2:* Why should all employee issues be documented before you “let them go”?
 - *Essential Question #3:* Why should all legal requirements be fulfilled when you are “letting an employee go”?
- **END OF COURSE EXAM**

Course Materials:

- Google Chromebook

Course Expectations:

- Students are expected to complete all class assignments by their due date to get a complete grade.
- Students shall put forth their best effort every day on all assignments and tests.
- Students are expected to behave in a mature, respectful and business manner.
- Students are expected to be responsible for asking and obtaining all makeup and missing work

Grading:

Unit Exams	50%
Assessments (Including: Quizzes, Essays, Labs, and Projects)	30%
Class work/Homework	20%

- Each nine week's grade comprises 20% of a student's final grade.
- The Mid-Term Exam and End of Course Exam each comprise 10% of a student's final grade.

Grading Scale:

The grading scale for Chillicothe High School can be found in the student handbook or online at

<http://www.chillicothe.k12.oh.us/1/Content2/studenthandbook>.

Late Work: Late work will be subject to the Board-adopted policy on assignments that are submitted late (to be reviewed in class).

- Regardless of the absence type (excused, unexcused, OSS, etc.), students are expected to make up work and be held accountable for learning all material they missed.
- Any student who is absent from school will receive one (1) additional day for every day he/she missed to make up his/her work for full credit (100%).
- Any student who exceeds the allotted time to turn in an assignment for full credit may still submit work late for partial credit.
 - Any student who turns in work up to 1 week late must at least be given the opportunity to earn 75% on that assignment.
 - Any student who turns in work between 1 and 2 weeks late must at least be given the opportunity to earn 60% on that assignment.
- The end of the 9 weeks is the cut off point for teachers to accept late work from students for full or partial credit unless the teacher decides to give the student an incomplete for the 9 weeks due to extenuating circumstances.

Performance Based Section: Writing Assignments/Exams/Presentations/Technology

One or more of the End of Unit Exams may be Performance Based. According to the Ohio Department of Education, "Performance Based Assessments (PBA) provides authentic ways for students to demonstrate and apply their understanding of the content and skills within the standards. The performance-based assessments will provide formative and summative information to inform instructional decision-making and help students move forward on their trajectory of learning." Some examples of Performance Based Assessments include but are not limited to portfolios, experiments, group projects, demonstrations, essays, and presentations.

CHS Human Resource Management Course Syllabus

After you have reviewed the preceding packet of information with your parent(s) or guardian(s), please sign this sheet and return it to me so that I can verify you understand what I expect out of each and every one of my students.

Student Name (please print):

Student Signature:

Parent/Guardian Name (please print):

Parent/Guardian Signature:

Date: _____