



Human Resource Management Essentials

PROGRAM OUTLINE

PROGRAM GOAL AND OUTCOMES

Program Goal

To enhance the skills and knowledge required to contribute to a human resources team.

Program Outcomes	Courses	Evidence of Learning
Identify features, founders, and benefits of various management perspectives, skills required by managers, and the need for an ethical business structure and a diverse business environment	Foundations	Multiple-choice lesson exams
	Planning and Leadership	Multiple-choice lesson exams
	Organizing	Multiple-choice lesson exams
	Motivation and Control	Multiple-choice lesson exams
	The Future of Management	Multiple-choice lesson exams
Explain specific responsibilities of and skills needed for human resource management (HRM), types of illegal discrimination, and techniques to conduct successful interviews and choose prospective employees appropriately	The Human Resource Environment	Multiple-choice lesson exams
	Acquiring and Preparing Human Resources	Multiple-choice lesson exams
	Assessing Performance and Developing Employees	Multiple-choice lesson exams
	Compensating Human Resources	Multiple-choice lesson exams
	Meeting Other HR Goals	Multiple-choice lesson exams
	Final	Essay exam
Discuss the features and examples of various compensation strategies, calculate appropriate pay increases, and analyze features of total compensation	The Pay Model, Strategy, and Structure	Multiple-choice lesson exams
	Determining Pay Level and Individual Pay	Multiple-choice lesson exams
	Employee Benefits and Managing the Pay System	Multiple-choice lesson exams
	Extending and Managing the System	Multiple-choice lesson exams and Research assignment

Describe the legally required social insurance programs for employees in the United States, the difference between group and individual insurance, the requirements for qualified pension plans, and evaluate benefit packages to determine comprehensive plan coverage	Defining Employee Benefits	Multiple-choice lesson exams
	Group Insurance	Multiple-choice lesson exams
	Group Medical Expense Benefits	Multiple-choice lesson exams
	Group Dental Insurance and Other Group Insurance Benefits	Multiple-choice lesson exams
	Planning for Retirement	Multiple-choice lesson exams
	Profit-Sharing and Similar Plans	Multiple-choice lesson exams
	Employee Benefits	Research assignment

PROGRAM STRUCTURE

SYP001: Orientation

Lesson 1 **Starting Your Program**

BUS110: Principles of Management

Lesson 2 **Foundations**
Lesson 3 **Planning and Leadership**
Lesson 4 **Organizing**
Lesson 5 **Motivation and Control**
Lesson 6 **The Future of Management**
Textbook ***Management: A Real World Approach***

HRM 201: Human Resource Management

Lesson 7 **The Human Resource Environment**
Lesson 8 **Acquiring and Preparing Human Resources**
Lesson 9 **Assessing Performance and Developing Employees**
Lesson 10 **Compensating Human Resources**
Lesson 11 **Meeting Other HR Goals**
Textbook ***Fundamentals of HR Management***

HRM210: Compensation Management

Lesson 12 **The Pay Model, Strategy, and Structure**
Lesson 13 **Determining Pay Level and Individual Pay**
Lesson 14 **Employee Benefits and Extending the Pay System**
Lesson 15 **Extending and Managing the System**
Lesson 16 **HRM210 Research Project**
Textbook ***Compensation***

HRM320: Employee Benefits

Lesson 17 **Defining Employee Benefits**
Lesson 18 **Group Insurance**
Lesson 19 **Group Medical Expense Benefits**
Lesson 20 **Group Dental Insurance and Other Group Insurance Benefits**
Lesson 21 **Planning for Retirement**
Lesson 22 **Profit-Sharing and Similar Plans**
Lesson 23 **HRM320 Research Assignment**
Textbook ***Employee Benefits***

COURSE DESCRIPTIONS AND OBJECTIVES

SYP001: Starting Your Program

The Starting Your Program course is designed to help you make a smooth transition to Penn Foster, including learning how to use all the tools and resources that are available to you. The goal is to help you become a confident, independent learner.

By the end of this course, you'll be able to do the following:

- Further express your goals and expectations
- Navigate the Penn Foster learning environment, including your Student Portal
- Describe what it takes to be a successful online learner
- Identify your preferred study aids and learning styles
- Determine personal financial goals
- Practice some important study and time management skills
- Access and use helpful resources, such as the Penn Foster Virtual Library, and various help features

BUS110: Principles of Management

This course will familiarize you with both the business environment and the manager's role within it. It covers decision making, planning, organizing, leading, and controlling, as well as developing an ethical perspective.

By the end of this course, you'll be able to do the following:

- Summarize the functions of management and the basic steps in various planning processes
- Explain how to make effective decisions as a manager and a leader
- Describe the fundamental elements of an organization's structure and the components of an organization's competitive environment
- Explain principles for setting goals that motivate employees, why companies develop control systems, and why teamwork is beneficial
- Analyze why diversity is a critical organizational and managerial issue, and describe the criteria for technology decisions and managing change

HRM201: Human Resource Management

This course is designed to introduce you to the human resource field. You'll learn basic concepts, theories, and perspectives related to effective human resource management. There are case studies and features that will help you understand practical problems and applications of human resource management principles.

If you're seriously thinking about a career in human resource management, you should take advantage of these extra features, even when they aren't assigned.

By the end of this course, you'll be able to do the following:

- Describe the elements of human resource management, including labor considerations, regulation, and management of workflow
- Explain how companies should prepare for and implement HRM to hire new employees and create training programs
- Identify the aspects of employee, career, and turnover management

- Summarize how employees are paid, including legal requirements, performance-based pay, commissions, salaries, and benefits
- Describe other HRM functions including collective bargaining, labor relations, global HRM, and building a high-performance organization
- Explain key aspects of the field of human resource management

HRM210: Compensation Management

This course highlights important points of compensation in contemporary work environments. Throughout your studies, you'll learn about different forms of pay, compensation strategies, competitive pay models, and performance evaluation and management techniques. You'll also learn about different laws surrounding compensation and global pay systems.

At the end of this course, you'll complete an essay that asks you to take all you've learned throughout your studies and analyze a number of different job postings that cover these concepts.

By the end of this course, you'll be able to do the following:

- Explain the factors and methods included in compensation strategies
- Describe how to evaluate employee performance and motivate workers using compensation strategies
- Explain how unions, laws, and special groups affect compensation
- Discuss labor regulation locally and globally
- Compare job postings for different pay models

HRM320: Employee Benefits

This course will introduce you to the many different elements that comprise employee benefits. The knowledge you gain from this course will help your career as a benefits specialist. It will also help you understand the history, and many of the governmental issues, concerning benefit programs today. When you complete this course, you'll understand the full employee benefit-planning process.

By the end of this course, you'll be able to do the following:

- Analyze the fundamentals of employee benefits
- Point out the types and purposes of group insurance
- Categorize the benefits and purposes of group medical insurance
- Distinguish the purpose of group dental insurance and other group insurance benefits
- Differentiate the various types of plans associated with retirement
- Categorize the types and benefits of profit-sharing plans and other similar plans
- Apply your knowledge on employee benefits for evaluating the benefit packages of three similar companies

Note: The titles of your learning materials may be different from those listed on your program outline. There is no need to call your instructor about these differences. While the titles of certain learning materials may differ, the educational content is the same. All learning materials are designed to give you the finest education in your field. If you need instructional assistance, however, be sure to call for help. We reserve the right to revise the program of study and the instructional materials and to substitute for the items of equipment offered.