SYLLABUS
PART I
EDISON COMMUNITY COLLEGE
HRM 110S INTRODUCTION TO HUMAN RESOURCES
3 CREDIT HOURS

COURSE DESCRIPTION
Overview of the human resource management field. Emphasis is placed in the areas of staffing, training and developing human potential, compensation, benefits, and performance management. The legal framework for equal employment opportunity is covered along with affirmative action. Human Resource Information Services (HRIS) will be introduced.

COURSE GOALS

The student will:

1.	Explain the five basic equal employment opportunity concepts.
2.	Describe how organizations enhance performance.
3.	Demonstrate basic interviewing skills.
4.	Describe the staffing process.
5.	Explain the importance of training and development of all levels of employees.
6.	Explain the pay systems, benefits, and factors affecting equitable compensation.
7.	Demonstrate use of the human resource information system (HRIS).
8.	Describe the various training methods used in business communications and counseling processes used to maintain employees' attitudes.
9.	Explain how labor/management relations affect the workplace.
10.	Define health, safety and security in relation to the workplace.

CORE VALUES
The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

TOPIC OUTLINE
1. Human Resource Management Strategies and Environment
2. Staffing the Organization
3. Training and Developing Employees
4. Compensating Employees
5. Employee and Labor Relations
6. Health, Safety and Security