

Colorado CTE Course – Scope and Sequence

Course Name	Human Resource Management		Course Details	.5 semester long
			Course = 0.50 Carnegie Unit Credit	
Course Description	Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.			
Note:	This is a suggested scope and sequence for the course content. The content will work with any textbook or instructional resource. If locally adapted, make sure all competency/performance indicators are covered. Course aligns to CCNS (MAN200) **Please note concurrent enrollment must be arranged and approved through your local community college partner.			
SCED Identification #	12058	Schedule calculation based on 60 calendar days of a 90-day semester. Scope and sequence allows for additional time for guest speakers, student presentations, field trips, remediation, or other content topics.		

All courses taught in an approved CTE program must include Essential Skills embedded into the course content. The Essential Skills Framework for this course can be found at <https://www.cde.state.co.us/standardsandinstruction/essentialskills>

COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

The competencies you will demonstrate in this course are as follows:

- A. Explain the functions of Human Resource Management.
- B. Identify approaches to job analysis and design, job descriptions and job specifications.
- C. Define the elements of work and job analysis, employee-training needs, and make recommendations for training programs.
- D. Identify approaches in designing jobs, descriptions, specifications and evaluating employee performances using performance management tools.
- E. Contrast the processes of human resource planning and recruiting, the elements of selection and placement of personnel, and analyzing the different types of interview techniques.
- F. Determine the decisions involved in establishing a pay structure.
- G. Compare the different forms of compensation and benefit packages.
- H. Explain how organizations contribute to workforce job satisfaction and contemporary retention techniques of employees.

The module outcomes that will permit you to demonstrate course competencies are:



MODULE 1

Outcomes & Competencies

1. Explain Human Resource Management and its relationship to an organization. A
2. List functions of human resource management. A
3. Explain the foundations of laws that apply to EEO. A, G
4. Explain the benefits of diversity. A, G
5. Describe the strategic management process and strategic human resource management. A

MODULE 2

Outcomes & Competencies

1. Differentiate between job analysis, job descriptions, and job specifications. A, B
2. Write a coherent job description and job specification. A, B
3. Differentiate methods of forecasting and recruiting. A, C
4. Cite advantages and disadvantages of recruiting via the internet. A, C
5. Explain the importance of recruiting. A, C
6. Differentiate between types of basic interviews. A, C
7. Conduct an effective interview plan. A, E

MODULE 3

Outcomes & Competencies

1. Explain benefits of at least 5 major training methods. A, D
2. Compare common forms of appraisals. A, G
3. Explain both employer and employee roles in career management. A, G

MODULE 4

Outcomes & Competencies

1. Identify basic factors in determining pay raise. A, F, G, H
2. Differentiate between job evaluation methods. A, F, G
3. Identify the role of money and motivation. A, F
4. Design team incentives. A
5. Identify the legal aspects of a benefits package. A, G
6. Differentiate between business ethics and personal ethics. A
7. Identify/Discuss what makes an organization ethical. A, H



*Module outcomes taken from CCOnline.org

CTSO Integration

DECA

- Human Resources Management Series

FBLA

- Global Business
- Hospitality Management
- Management Decision Making
- Sports & Entertainment Management
- Organizational Leadership
- Introduction to Business
- Personal Finance
- Business Ethics