

CFISD Human Resources Management

Scope and Sequence

Course Description:

Typically, it is the employees that make or break a business. In this course, students analyze the primary functions of human resources management, which include recruitment, selection, training, development, and compensation. Topics will incorporate social responsibility of business and industry to its employees. Students develop a foundation in the economic, financial, technological, international, social, and ethical aspects of human resources to become competent managers, employees, and entrepreneurs. (1/2 credit)

- Grades 11 - 12
- Recommended prerequisite: Principles of Business, Marketing and Finance
- Lab supplies or fee may be required.

[TEKS](#)

Cluster: Business Management and Administration

Program of Study: Business Management

Endorsement: Business & Industry

- Meets advanced course requirement (Y/N): Y
- Meets foundation requirement for Math, Science, Fine Arts, English, LOTE (Y/N-area): N

Industry Certification/Credentials: N/A

Instructional Units	Pacing
<p>Unit 1: Professional Standards and Communication</p> <p>(ICEV) Employability Skills</p> <p>Unit 2: Human Resources</p> <p>(ICEV) Business Characteristics (ICEV) Human Resource Management (ICEV) Business Ethics</p> <p>Unit 3: Policies, Issues, and Requirements</p> <p>(ICEV) Creating Policies and Procedures (ICEV) Workplace Issues (ICEV) Contract & Employment Law</p>	1 st GP

<p>Unit 4: Recruitment/Unit 5: Employee Selection Processes</p> <p>(ICEV) Recruitment (ICEV) Evaluating Applications & Resumes' (Knowledge Matters) Recruitment, Resumes' and Hiring</p> <p>Unit 6: Training and Evaluation</p> <p>(ICEV) Evaluating Employees</p> <p>Unit 7: Compensation and Benefits</p> <p>(ICEV) Employee Compensation Components</p> <p>Unit 8: Workplace Safety and Health Rules and Regulations</p> <p>(ICEV) Safe Working Environment</p> <p>Unit 9: Employee-Management Relations</p> <p>(Knowledge Matters) Strikes, Unions & Collective Bargaining</p>	<p>2nd GP</p>
---	--------------------------

Primary Instructional Materials:

Human Resources Management: CEV Multimedia Ltd. <https://login.icevonline.com/mycourses/BUSIN029>

Supplemental Instructional Materials:

Knowledge Matters
Stukent