

Course Title: Human Resource Management 1b

State: TX  
State Course Title: Human Resources Management  
State Course Code: 130.142  
State Standards: Career and Technical Education  
Date of Standards: 2015

TEKS	Course Title (a or b), if applicable, e.g. Game Design 1a	Unit Name(s)	Lesson(s) Numbers
(1) The student demonstrates professional standards/employability skills required by business and industry. The student is expected to:			
(A) communicate effectively with others using oral and written skills;	Human Resource Management 1B: People and Performance	Unit 1: Onboarding and Ongoing Communication	Lesson 3
(B) demonstrate collaboration skills through teamwork;	Human resource Management 1a: Introduction	Unit 8: Performance Management	Lessons 1-4
(C) demonstrate professionalism by conducting oneself in a manner appropriate for the profession and workplace;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 6
(D) demonstrate a positive, productive work ethic by performing assigned tasks as directed;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 6
(E) comply with all applicable rules, laws, and regulations; and	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Activity
(F) demonstrate time-management skills by prioritizing tasks, following schedules, and tending to goal-relevant activities in a way that uses time wisely and optimizes efficiency and results.	Human Resource Management 1a: Introduction	Unit 8: Performance Management	Lesson 1
(2) The student demonstrates an understanding of the traditional human resources functions. The student is expected to:			
(A) define the term human resources;	Human Resource Management 1a: Introduction	Unit 1: Introduction to Human Resource Management	Lessons 1, 2, 3
(B) classify the basic human resources functions such as recruiting, selecting, training, developing, and compensating;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Activity
(C) explain contemporary issues facing human resources managers such as globalization, diversity, new technologies, knowledge workers, and changing trends in the workplace;	Human Resource Management 1a: Introduction	Unit 2: HRM Planning and Strategy	Activity

(D) explain strategies used by contemporary human resources management such as proactive, reactive, downsizing, outsourcing, offshoring, and employee leasing to deal with change;	Human Resource Management 1a: Introduction	Unit 2: HRM Planning and Strategy	Activity
(E) illustrate how the changing demographic trends in the workplace impact diversity in human resources management;	Human Resource Management 1a: Introduction	Unit 1: Introduction to Human Resource Management	Lessons 3, 4
(F) categorize the basic responsibilities of a human resources manager, including advice and counsel, service, policy formulation and implementation, and employee advocacy;	Human Resource Management 1a: Introduction	Unit 3: Job Analyses and Organizational Structure	Lesson 4
(G) explain the basic competencies required of an effective human resources manager, including business mastery, human resources mastery, and personal credibility; and	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 6
(H) define the need and proper steps for strategic planning in human resources such as mission, vision, and values; environmental analysis; internal analysis; strategy formulation; strategy implementation; and evaluation and assessment.	Human Resource Management 1a: Introduction	Unit 2: HRM Planning and Strategy	Activity
<b>(3) The student understands and explains how to meet human resources requirements. The student is expected to:</b>			
(A) analyze the major Equal Employment Opportunity laws;	Human Resource Management 1a: Introduction	Unit 2: HRM Planning and Strategy	Lesson 4
(B) discuss federal laws and executive orders that influence human resources management;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lessons 2-4
(C) explain the importance of establishing and implementing strong policies and procedures for dealing with sexual harassment;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lesson 5
(D) examine the contemporary social and political issues facing human resources such as sexual orientation, immigration reform and control, and Uniform Guidelines on Employee Selection Procedures;	Human Resource Management 1a: Introduction	Unit 2: HRM Planning and Strategy	Lesson 4
(E) explain the proper procedures to comply with Equal Employment Opportunity Commission rules and regulations;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Activity
(F) analyze the contemporary concepts of job analysis, employee involvement, and flexible work schedules;	Human resource Management 1a: Introduction	Unit 2: HRM Planning and Strategy	Lesson 2
(G) create a job description; and	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Activity
(H) research current cases dealing with equal employment using appropriate online technology.	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lessons 1-4
<b>(4) The student demonstrates the proper methods and sources of recruitment. The student is expected to:</b>			

(A) evaluate the proper methods of recruiting externally;	Human Resource Management 1B: People and Performance	Unit 3: Retaining and Terminating Employees	Lesson 4
(B) explain the proper methods of recruiting internally;	Human Resource Management 1B: People and Performance	Unit 3: Retaining and Terminating Employees	Lesson 4
(C) hypothesize how to develop a diverse pool of talent for employment consideration; and	Human Resource Management 1B: People and Performance	Unit 3: Retaining and Terminating Employees	Lesson 4
(D) explain the application of Equal Employment Opportunity Commission guidelines to the recruitment process.	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lesson 4
<b>(5) The student demonstrates the proper methods of employee selection. The student is expected to:</b>			
(A) explain how to match an applicant to a job using job analysis and a job description;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lessons 1-4
(B) explain the different types of commonly used pre-employment tests such as polygraph tests, honesty and integrity testing, graphology, physical examination, and drug testing;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 2
(C) clarify the relevant factors that should be considered in conducting a criminal background check; and	Human Resource Management 1a: Introduction	Unit 6: The Selection and Hiring Process	Lessons 1-5
(D) demonstrate the proper methods of conducting pre-employment interviews.	Human Resource Management 1a: Introduction	Unit 6: The Selection and Hiring Process	Lessons 1-5
<b>(6) The student describes the need for training. The student is expected to:</b>			
(A) analyze the information necessary prior to the implementation of any job-related training, including task analysis and person analysis;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lessons 1-4
(B) design a training program;	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 2
(C) explain how to implement a training program;	Human Resource Management 1B: People and Performance	Unit 1: Onboarding and Ongoing Communication	Lessons 1-4
(D) evaluate a training program;	Human Resource Management 1B: People and Performance	Unit 1: Onboarding and Ongoing Communication	Lessons 1-4
(E) illustrate the necessity for new employee orientation and the topics that should be covered;	Human Resource Management 1B: People and Performance	Unit 1: Onboarding and Ongoing Communication	Lessons 1-4
(F) explain the concept of on-the-job training and other forms of skills training; and	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 3

(G) understand the need for training newly hired employees in proper Equal Employment Opportunity Commission rules and procedures, including training on sexual harassment.	Human Resource Management 1B: People and Performance	Unit 1: Onboarding and Ongoing Communication	Lessons 1-4
<b>(7) The student describes the need to develop and evaluate employees. The student is expected to:</b>			
(A) explain why employees often need additional training such as learning new skills and technologies and complying with new laws and regulations;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lessons 1, 5
(B) construct an employee appraisal program that complies with all applicable laws; and	Human Resource Management 1B: People and Performance	Unit 2: Training and Development	Lessons 1-5
(C) explain who should evaluate employees, including supervisors and managers, peers, customers or clients, and subordinates.	Human Resource Management 1a: Introduction	Unit 3: Job Analyses and Organizational Structure	Lesson 4
<b>(8) The student describes how to implement a compensation program. The student is expected to:</b>			
(A) interpret the basis of compensation and how it meets with organizational objectives;	Human Resource Management 1a: Introduction	Unit 3: Job Analyses and Organizational Structure	Lessons 1, 2
(B) explain the factors that influence the pay and benefits system;	Human Resource Management 1a: Introduction	Unit 3: Job Analyses and Organizational Structure	Lessons 1, 2
(C) summarize pay for performance, commission, and piece-rate systems;	Human Resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Lessons , 2, 3
(D) explain how to perform a wage and salary survey;	Human Resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Lessons , 2, 3
(E) interpret competence-based pay;	Human Resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Lessons , 2, 3
(F) understand the major federal regulations that influence employee compensation, including Davis-Bacon Act, Walsh-Healy Act, and Fair Labor Standards Act;	Human resource Management 1a: Introduction	Unit 4: HRM and the Law	Lesson 2
(G) identify some of the contemporary issues regarding compensation, including equal pay, wage-rate compression, comparable worth, low salary budgets, and employee stock ownership plans;	Human resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Activity
(H) explain pay for performance incentives such as bonuses, merit pay, profit sharing, recognition, and stock options;	Human resource Management 1a: Introduction	Unit 8: Performance Management	Lessons 1-4
(I) explain the ethical and public relations issues regarding executive compensation; and	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lessons 1, 5

(J) research contemporary cases dealing with executive compensation using appropriate online technology.	Human resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Activity
<b>(9) The student masters the intricacies of creating and implementing a benefits plan. The student is expected to:</b>			
(A) explain the federally mandated benefits, including Federal Insurance Contributions Act Tax, Federal Unemployment Tax Act, workers' compensation, Consolidated Omnibus Budget Reconciliation Act, Family and Medical Leave Act, and Older Workers Benefit Protection Act;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lesson 4
(B) summarize the major discretionary benefits such as healthcare, payment for time not worked, holidays, vacation, sick leave, personal days off, supplemental unemployment benefits, life insurance, long-term care insurance, retirement, pension plans, and thrift plans; and	Human Resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Lessons , 2, 3
(C) explain the ancillary services sometimes offered to employees such as employee assistance plans, personal counseling, child and elder care, credit unions, cafeterias, employee discounts, legal services, and recreation and health clubs.	Human Resource Management 1a: Introduction	Unit 7: Managing Compensation and Benefits	Lessons , 2, 3
<b>(10) The student discusses the importance of workplace safety and health rules and regulations. The student is expected to:</b>			
(A) interpret the Occupational Safety and Health Act;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lessons 2-4
(B) explain the right-to-know laws;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lessons 2-4
(C) construct a program promoting safety awareness;	Human Resource Management 1B: People and Performance	Unit 5: Safety and Risk Management	Activity
(D) explain the necessity of enforcing workplace safety rules;	Human Resource Management 1B: People and Performance	Unit 6: Data Management and Security	Lessons 1, 2, 4
(E) explain the processes for recording and investigating workplace accidents;	Human Resource Management 1B: People and Performance	Unit 6: Data Management and Security	Lesson 2
(F) demonstrate what can be done to prevent or address workplace violence;	Human Resource Management 1B: People and Performance	Unit 6: Data Management and Security	Lessons 1, 2, 4
(G) explain what can be done to address employee stresses in the workplace; and	Human Resource Management 1B: People and Performance	Unit 6: Data Management and Security	Lessons 1, 2, 4

(H) research contemporary cases addressing workplace violence using appropriate online technology.	Human Resource Management 1B: People and Performance	Unit 6: Data Management and Security	Lessons 1, 2, 4
<b>(11) The student discusses employee-management relations. The student is expected to:</b>			
(A) explain employee rights versus employer responsibilities;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lesson 4
(B) describe how to implement disciplinary policies and procedures;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lesson 5
(C) identify the proper methods of discharging employees;	Human Resource Management 1B: People and Performance	Unit 3: Retaining and Terminating Employees	Lesson 4
(D) define the concept of Alternative Dispute Resolution;	Human Resource Management 1B: People and Performance	Unit 3: Retaining and Terminating Employees	Lesson 4
(E) summarize the major federal labor relations laws, including Railway Labor Act, Norris-LaGuardia Act, Wagner Act, and Landrum-Griffin Act;	Human Resource Management 1a: Introduction	Unit 4: HRM and the Law	Lessons 2-4
(F) describe the reasons why employees unionize;	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(G) explain what employers can and cannot do during the unionization process;	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(H) explain the structure and functions of a union;	Human Resource Management 1a: Introduction	Unit 3: Job Analyses and Organizational Structure	Lesson 4
(I) discuss the major union organizations such as AFL-CIO, national unions, local unions, and international unions;	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(J) summarize the collective bargaining process and the issues typically negotiated such as wages, hours, and working conditions;	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(K) explain a typical grievance procedure;	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(L) define grievance arbitration;	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(M) explain the contemporary challenges facing labor organizations and unions, including foreign competition, technological change, decline in union membership, and employers' focus on maintaining good working conditions to maintain non-union status; and	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5
(N) research contemporary cases on labor relations using appropriate online technology.	Human Resource Management 1B: People and Performance	Unit 4: Employee-Management Relations	Lessons 1-5



<b>(12) The student analyzes the future global considerations impacting human resources. The student is expected to:</b>			
(A) explain international human resource issues;	Human Resource Management 1B: People and Performance	Unit 8: Going Global: International Human Resource Management	Lesson 1
(B) identify the issues associated with recruiting and selecting employees internationally;	Human Resource Management 1B: People and Performance	Unit 8: Going Global: International Human Resource Management	Lesson 1
(C) discuss how to deal with compensation issues in a host country environment;	Human Resource Management 1B: People and Performance	Unit 8: Going Global: International Human Resource Management	Lesson 4
(D) identify the problems and solutions for addressing international employee evaluations and appraisals; and	Human Resource Management 1B: People and Performance	Unit 2: Training and Development	Lessons 1-5
(E) explain the international organized labor environment.	Human Resource Management 1B: People and Performance	Unit 8: Going Global: International Human Resource Management	Lesson 1
<b>(13) The student knows self-development techniques and interpersonal skills to accomplish human resources objectives. The student is expected to:</b>			
(A) identify and practice effective interpersonal and team-building skills involving situations with coworkers, supervisors, and subordinates; and	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 6
(B) participate in leadership and career development activities.	Human Resource Management 1B: People and Performance	Unit 8: Careers in Human Resource Management	Lesson 6