

SYLLABUS

Code: BUSI231

Title: Human Resource Management

Division: Business and Technology **Department:** Business

Course Description: Students will recognize the basic terminology and concepts of Human Resource Management. They will identify the functional areas of HRM including job analysis, recruitment, selection, orientation, training, performance appraisal, benefits, labor relations, employee health and safety, and diversity management. Students will identify the major elements of a Human Resources manual, perform a job analysis and construct a job description and job specification. Students will utilize basic computer software and internet to manage their course projects. They will practice communication skills necessary to perform Human Resource Management functions.

Prerequisites: BUSI 105 (Introduction to Business) or permission of instructor

Corequisites: -

Prerequisites or Corequisites: -

Credits: 3

Lecture Hours: 3

Lab/Studio Hours:

REQUIRED TEXTBOOK/MATERIALS:

Title: A FRAMEWORK FOR HUMAN RESOURCE MANAGEMENT
Author: Gary Dessler
Publisher: Prentice Hall, Fifth Edition

ADDITIONAL TIME REQUIREMENTS:

COURSE LEARNING OUTCOMES:

Upon completion of this course, students will be able to:

- Identify the major concepts and related terminology of the functional areas of Human Resource Management. (Historical/Social Analysis, Critical Thinking).
- Develop a group project that will culminate in an oral presentation as well as developing the understanding of working as a team. (Communication, Critical Thinking, Creative Expression, Information Literacy).
- Apply industry standards to practical applications in Human Resource Management using the internet and software applications. (Community and Workplace, Creative Expression, Technological Literacy, Information Literacy, Critical Thinking, Communication).

GRADING STANDARD: (See instructor's addendum for specifics)

Your course outcomes will be graded in the following way:

4 Multiple choice tests @ 20 pts each	= 80
1 oral presentation @ 10 pts.	= 10
Practical Active Learning Exercises	= 10
(Includes: homework, group discussions, participation)	

Total 100

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In this course, group process and team presentations are an integral part of the learning program. Therefore, attendance is required in the class-scheduled meetings. If you are not in attendance and miss a test, you will not be able to make up tests unless you have a credible, professional document to rationalize the absence.

If you submit high standard work, you receive high grades. Lower quality work is graded with lower grades. Refer to the Grading Rubric in your course materials to clarify the high and low standards of work in this course.

Final grades are calculated as follows:

93 - 100%	= A
90 - 92%	= A-
87 - 89%	= B+
83 - 86%	= B
80 - 82%	= B-
76 - 79%	= C+
70 - 75%	= C
65 - 69%	= D
64 - below	= F

REQUIREMENTS FOR A GRADE OF INCOMPLETE

1. If you have completed 70% of your course requirements, you may be eligible for a grade of Incomplete.
2. You must submit an Incomplete Application form to your course instructor for his/her approval on or before the last class meeting date.

NOTE:

Tests and assignments are due by the date specified by your instructor. Your grade is affected if assignments are not submitted by the deadline. Practice effective time management. See full course material for deadline information.

COURSE CONTENT:

UNIT 1

CHAPTER 1 – MANAGING HUMAN RESOURCES TODAY

LEARNING OBJECTIVES: The student should be able to:

1. Answer the question, "What is Human Resource Management?"
2. Discuss the components of the changing environment of HR
3. Describe the nature of strategic planning
4. Give examples of Human Resource Management's role as a strategic partner

CHAPTER 2 – MANAGING EQUAL OPPORTUNITY AND DIVERSITY

LEARNING OBJECTIVES: The student should be able to:

5. Summarize the basic equal employment opportunity laws regarding age, race, sex, national origin, religion, and handicap
6. Explain the basic defenses against discrimination allegations
7. Present a summary of what employers can and cannot do with respect to illegal recruitment, selection, and promotion, and layoff practices..
8. Explain the Equal Employment Opportunity Commission enforcement process

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UNIT 2

CHAPTER 3 – PERSONNEL PLANNING AND RECRUITMENT

LEARNING OBJECTIVES: The student will be able to:

1. Describe the basic methods of collecting job analysis information
2. Conduct a mock job analysis.
3. Explain the process of forecasting personnel requirements
4. Compare methods of recruiting job candidates.
5. Explain how to use application forms to predict job performance.

CHAPTER 4 – TESTING AND SELECTING EMPLOYEES

LEARNING OBJECTIVES: The student will be able to:

6. Define basic testing concepts, including validity and
7. Discuss at least four types of personnel tests.
8. Explain the pros and cons of background investigations, reference checks, and pre-employment information services
9. Explain the factors and problems that can undermine an interview's usefulness and techniques for eliminating them

UNIT 3

CHAPTER 5 – TRAINING AND DEVELOPING EMPLOYEES

LEARNING OBJECTIVES: The student will be able to:

1. Describe the basic training process
2. Discuss at least two techniques used for assessing training needs
3. Explain the pros and cons of at least five training
4. Explain what management development is and why it is important
5. Describe the main development techniques

CHAPTER 6 – PERFORMANCE MANAGEMENT AND APPRAISAL

LEARNING OBJECTIVES: the student will be able to:

6. Explain the purpose of a performance appraisal.
7. Answer the question, "who should do the appraising?"
8. Discuss the pros and cons of at least eight performance appraisal methods.
9. Explain how to conduct an appraisal feedback interview

UNIT 4

CHAPTER 7 – COMPENSATING EMPLOYEES

LEARNING OBJECTIVES: the student will be able to:

1. Explain each of the five basic steps in establishing pay rates
2. Discuss the four basic factors determining pay rates
3. Compare and contrast piecework and team or group incentive plans
4. List and describe each of the basic benefits most employers might be expected to offer.

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CHAPTER 8 – ETHICS AND FAIR TREATMENT IN HUMAN RESOURCE MANAGEMENT

LEARNING OBJECTIVES: the student will be able to:

5. Explain what is meant by ethical
6. Discuss important factors that shape ethical behavior at work
7. Discuss at least four specific ways in which HR management can influence ethical behavior at work.
8. Exercise fair disciplinary practices.
9. Discuss at least four important factors in managing dismissals effectively.

UNIT 5

CHAPTER 9 – MANAGING LABOR RELATIONS AND COLLECTIVE BARGAINING

LEARNING OBJECTIVES: the student will be able to:

1. Discuss the nature of the major federal labor relations laws
2. Describe the process of a union drive and election
3. Discuss the main steps in the collective bargaining process

CHAPTER 10 – PROTECTING SAFETY AND HEALTH

LEARNING OBJECTIVES: The student will be able to:

4. Discuss OSHA and how it operates
5. Describe the supervisor's role in safety and accident prevention
6. Explain, in detail, three basic causes of accidents.
7. Explain how to prevent accidents at work
8. Discuss major health problems at work and how to remedy them

DEPARTMENT POLICIES:

Attendance and Late Policy for Students:

In the event a student accumulates more than three (3) absences, a student's final grade will be lowered one grade level.

Academic Integrity:

Any incidence of cheating will be fully processed in accordance with Brookdale Community College Regulation 6.3000 entitled STUDENT CONDUCT and the Student Conduct Code, Section V, "Academic Integrity Code" as found in the student handbook. The Business Management Department supports this regulation.

Brookdale e-mail/Website:

You are required to check your Brookdale e-mail at least (3) times per week for communication from your instructor. The syllabus is subject to change per the rights of the instructor. These changes may be communicated to you via e-mail.

COLLEGE POLICIES:

For information regarding:

- ◆ Brookdale's Academic Integrity Code

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- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the [BCC STUDENT HANDBOOK AND BCC CATALOG](#).

NOTIFICATION FOR STUDENTS WITH DISABILITIES:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Disabilities Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability, and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

ADDITIONAL SUPPORT/LABS:

Tutoring

Individual tutoring for a unit test or course work may be available from the department's learning assistant on a first-come, first-serve basis in LAH 214. Appointments are suggested.

Melissa Stryker, Learning Assistant
Telephone number: (732) 224-2551
E-mail: mstryker@brookdalecc.edu
Office Location: Larrison Hall 214

Office Hours:

Monday-Thursday 8:30 a.m. – 5:00 p.m.

(One evening that may change with the demands of each semester.)