

SYLLABUS

CODE: BUSI 231

TITLE: HUMAN RESOURCE MANAGEMENT

DIVISION: BUSINESS AND COMPUTER SCIENCES **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 engage in a number of practical exercises which use an active learning mode to complete course objectives.

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

COREQUISITES: None

CREDITS: 3

LECTURE CREDITS: 3

LAB CREDITS: 0

LAB HOURS: 0

REQUIRED MATERIALS:

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

ADDITIONAL TIME REQUIREMENTS: (Identify open lab or other lab requirements)

INTENDED COURSE LEARNING OUTCOMES/COURSE GOALS (CORE COMPETENCIES):

Students will identify the major concepts and related terminology of the functional areas of Human Resource Management. (Historical/Social Analysis, Critical Thinking).

Students will form teams and cooperate in the development of a group project which will culminate in an Oral Presentation. (Communication, Critical Thinking, Creative Expression, Information Literacy).

Students will engage in a minimum of four active learning practical exercises in the Human Resource field which require internet and/or computer software applications. (Community and Workplace, Creative Expression, Technological Literacy, Information Literacy, Critical Thinking, Communication).

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INTENDED UNIT OUTCOME [UNIT OBJECTIVES]:

UNIT 1

CHAPTER 1 – MANAGING HUMAN RESOURCES TODAY

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 1. ANSWER THE QUESTION, “WHAT IS HUMAN RESOURCE MANAGEMENT?”**
- 2. DISCUSS THE COMPONENTS OF THE CHANGING ENVIRONMENT OF HUMAN RESOURCE MANAGEMENT.**
- 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: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 5. SUMMARIZE THE BASIC EQUAL EMPLOYMENT OPPORTUNITY LAWS REGARDING AGE, RACE, SEX, NATIONAL ORIGIN, RELIGION, AND HANDICAP DISCRIMINATION.**
- 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.**

UNIT 2

CHAPTER 3 – PERSONNEL PLANNING AND RECRUITMENT

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 1. DESCRIBE THE BASIC METHODS OF COLLECTING JOB ANALYSIS INFORMATION.**
- 2. CONDUCT A JOB ANALYSIS.**
- 3. EXPLAIN THE PROCESS OF FORECASTING PERSONNEL REQUIREMENTS.**
- 4. COMPARE EIGHT METHODS OF RECRUITING JOB CANDIDATES.**
- 5. EXPLAIN HOW TO USE APPLICATION FORMS TO PREDICT JOB PERFORMANCE.**

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CHAPTER 4 – TESTING AND SELECTING EMPLOYEES

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 6. DEFINE BASIC TESTING CONCEPTS, INCLUDING VALIDITY AND RELIABILITY.**
- 7. DISCUSS AT LAST FOUR BASIC TYPES OF PERSONNEL TESTS.**
- 8. EXPLAIN THE PROS AND CONS OF BACKGROUND INVESTIGATIONS, REFERENCE CHECKS, AND PREEMPLOYMENT 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: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD 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 TECHNIQUES.**
- 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: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 6. EXPLAIN THE PURPOSE OF 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.**

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UNIT 4

CHAPTER 7 – COMPENSATING EMPLOYEES

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 1. EXPLAIN EACH OF THE FIVE BASIC STEPS IN ESTABLISHING PAY RATES.**
- 2. DISCUSS 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.**

CHAPTER 8 – ETHICS AND FAIR TREATMENT IN HUMAN RESOURCE MANAGEMENT

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 1. EXPLAIN WHAT IS MEANT BY ETHICAL BEHAVIOR.**
- 2. DISCUSS IMPORTANT FACTORS THAT SHAPE ETHICAL BEHAVIOR AT WORK.**
- 3. DISCUSS AT LEAST FOUR SPECIFIC WAYS IN WHICH HR MANAGEMENT CAN INFLUENCE ETHICAL BEHAVIOR AT WORK.**
- 4. EXERCISE FAIR DISCIPLINARY PRACTICES.**
- 5. DISCUSS AT LEAST FOUR IMPORTANT FACTORS IN MANAGING DISMISSALS EFFECTIVELY.**

UNIT 5

CHAPTER 9 – MANAGING LABOR RELATIONS AND COLLECTIVE BARGAINING

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

- 5. DISCUSS THE NATURE OF THE MAJOR FEDERAL LABOR RELATIONS LAWS.**
- 6. DESCRIBE THE PROCESS OF A UNION DRIVE AND ELECTION.**
- 7. DISCUSS THE MAIN STEPS IN THE COLLECTIVE BARGAINING PROCESS.**

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CHAPTER 10 – PROTECTING SAFETY AND HEALTH

LEARNING OBJECTIVES: AFTER YOU HAVE STUDIED THIS CHAPTER, YOU SHOULD BE ABLE TO:

6. **DISCUSS OSHA AND HOW IT OPERATES**
7. **DESCRIBE THE SUPERVISOR'S ROLE IN SAFETY.**
8. **EXPLAIN IN DETAIL THREE BASIC CAUSES OF ACCIDENTS.**
9. **EXPLAIN HOW TO PREVENT ACCIDENTS AT WORK.**
10. **DISCUSS MAJOR HEALTH PROBLEMS AT WORK AND HOW TO REMEDY THEM.**

GRADING STANDARD

Your course outcomes will be graded in the following way:

5 Multiple choice tests @ 10 pts each = 50

1 oral presentation @ 20 pts. = 20

Practical Active Learning Exercises = 30

Total 100

Important Info:

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, you will not be able to make up tests unless you have a credible, professional document to rationalize the absence.

Very Important Information:

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:

90 – 100% = A

86 – 89% = B+

80 – 85% = B

76 – 79% = C+

70 – 75% = C

65 – 69% = D

64 – below = F

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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.

DEPARTMENT POLICIES:

ATTENDANCE AND LATE POLICY FOR STUDENTS

In the event a student accumulates more than three (3) absences*, there will be a 10% (ten percent) point reduction on the final grade earned. For example, a student who is absent four times and achieves a grade of 85% would receive a final grade of 76.5% (C+). Calculated as $85 - 8.5 = 76.5\%$.

Additionally, your instructor will explain how arriving to class late will affect your grade. If you find that you will have difficulty arriving to class timely or will experience several absences, please speak to your instructor.

*Up to three (3) absences are excused, regardless of the reason. Therefore, work related absences, vacations, and illness etc. are all considered absences.

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.

COLLEGE POLICIES:

For information regarding:

- ◆ Brookdale's Academic Integrity Code
- ◆ Student Conduct Code
- ◆ Student Grade Appeal Process

Please refer to the STUDENT HANDBOOK AND BCC CATALOG.

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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 or 732-842-4211 (TTY), 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:

Individual tutoring for a unit test may be available from the department's learning assistant on a first come, first serve basis. Appointments are suggested.

The Learning Assistant is:

Melissa Stryker
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.
Two evenings until 6:00 p.m. that may change with demands of each semester.

The Department Secretary is:

Sandy Gorman
Telephone Number: (732) 224-2714
E-Mail: sgorman@brookdalecc.edu
Office Location: Larrison Hall 206

Office Hours:

Monday – Thursday: 8:30 a.m. – 5:00 p.m. with an hour for lunch –
12:30 – 1:30 p.m.

Brookdale observes summer hours of operation and there may be an adjustment to schedules for the learning assistant and office secretary.

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