

# COURSE SYLLABUS

<b>Course Title:</b>	Human Resources Management	<b>Date submitted:</b>	May 2019 (AAC: 19-25)	
<b>Department:</b>	Business & Technology			
<b>Curriculum:</b>	Business Administration			
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	BMG*220		
	<b>Course Type:</b>	L/D		
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: M: Seminar Internship P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/ Clinical/Lab Z: Combined Lecture/Studio	<b>Elective Type:</b>	G	
	E: English FA: Fine Arts HI: History HU: Humanities LAS: Liberal Arts & Sciences FL: Foreign Language M: Math S: Science SS: Social Science G: General	<b>Credit Hours:</b>	3	
	<b>Developmental:</b> (yes/no)	No		
	<b>Contact Hours:</b>	Lecture:	3	
		Clinical:	0	
		Lab:	0	
		Studio	0	
		Other:	0	
	TOTAL:	3		
<b>Class Maximum:</b>	35			
<b>Semesters Offered:</b>	F/S			
	<b>Prerequisites:</b>	C- or better in Integrated Reading and Writing II (ENG*075) OR Introduction to College Reading & Writing (ENG*093) OR Introduction to College English (ENG*096) OR Reading & Writing VI (ESL*162), or placement into Composition (ENG*101) [including embedded ENG*101]		
	<b>Corequisites:</b>	None		
	<b>Other Requirements:</b>	None		
<b>Catalog Course Description:</b>	Introduction to the functions of Human Resource Management in today's dynamic business environment. Topics include but are not limited to personnel, planning, recruitment, testing, training, compensation, motivation, appraisals, discipline, and career management. In addition, the welfare and safety of employees, harmonious working relations, equal employment, and international and diversity issues will be discussed. Prerequisite: C- or better in Academic Reading and Writing: Introduction to Composition OR Introduction to College Reading and Writing, or placement into Composition.			
<b>Topical Outline:</b> List course content in outline format.	<ol style="list-style-type: none"> <li>1. Basics of Human Resources Management</li> <li>2. Performance and Retention</li> <li>3. Equal Employment</li> <li>4. Job Analysis and Process</li> <li>5. Staffing</li> <li>6. Training, Careers, and HR Development</li> </ol>			

# Human Resources Management COURSE SYLLABUS — page 2

	<ol style="list-style-type: none"> <li>7. Performance Management and Appraisal</li> <li>8. Compensation Strategies and Practices</li> <li>9. Variable Pay and Benefits</li> <li>10. Health, Safety, and Employee rights</li> <li>11. Labor Relations</li> <li>12. Human Resource Management in the Future</li> </ol>
	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <p><b>COURSE:</b></p> <ol style="list-style-type: none"> <li>1. demonstrate an understanding of the role of the Human Resource Manager in providing information and training to the employees of an organization</li> <li>2. identify and discuss the fundamental goals of human resource management functions in organizations</li> <li>3. identify and discuss the impact of internal and external forces of human resource management – legal, political, economic, social, cultural, and technological – on an organization</li> <li>4. describe the legal environment within which the Human Resource Management function is carried out</li> <li>5. demonstrate an understanding of group dynamics as they impact Human Resource Management</li> <li>6.</li> </ol>
	<p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p><b><u>Business Administration Program</u></b></p> <ol style="list-style-type: none"> <li>1. successfully complete the business administration core courses and demonstrate competencies necessary for success in business administration including an understanding of:             <ol style="list-style-type: none"> <li>a) the impact of leadership, employee behavior, organizational culture, group dynamics, and the team-based approach in defining organizational culture, and attaining organizational goals and objectives</li> </ol> </li> <li>2. demonstrate the ability to integrate knowledge and apply learned skills for real-world business decision-making</li> <li>3. demonstrate proficiency in the General Education Abilities as they apply to the business professions</li> </ol>
	<p><b>GENERAL EDUCATION:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <p><b>10. Social Phenomena</b> - Students will develop an increased understanding of the influences that shape a person's, or group's attitudes, beliefs, emotions, symbols, and actions, and how these systems of influence are created, maintained, and altered by individual, familial, group, situational or cultural means.</p> <p><b>Demonstrates:</b> Accurately and sufficiently explains factors that influence and shape a person's or group's attitudes, beliefs, decisions, and actions.</p> <p><b>Does Not Demonstrate:</b> Inaccurately or insufficiently explains factors that influence and shape a person's or group's attitudes, beliefs, decisions, and actions.</p>
<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. examinations</li> <li>2. papers</li> <li>3. quizzes</li> <li>4. oral presentations</li> </ol>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	

# Human Resources Management COURSE SYLLABUS — page 3

	5. group projects
<b>Instructional Resources:</b>  List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.	<b>Required:</b> None <b>Desired:</b> None
<b>Textbook(s)</b>	Refer to current academic year printout