**ESSEX COUNTY COLLEGE**

**Business Division**

**BUS 221 – Human Resource Management**

**Course Outline**

**Course Number & Name:**  BUS 221 Human Resource Management

**Credit Hours:**  3.0 **Contact Hours:**  3.0 **Lecture:** 3.0 **Lab:**  N/A **Other:**  N/A

**Prerequisites**:  Grade of “C” or better in BUS 201

**Co-requisites:** None **Concurrent Courses:** None

**Course Outline Revision Date:**  Fall 2010

**Course Description**: This course focuses on the background and operating concepts underlying the management of human resources in business and public organizations. It examines the critical issues in human resources including employment, wage and salary administration, training and development, employee and labor relations, and accident prevention. Emphasis is placed on the findings of the behavioral sciences as applied to personnel administration.

**Course Goals:** Upon successful completion of this course, students should be able to do the following:

1. describe the human resources management functions;
2. identify and discuss legal issues that affect employment;
3. describe the recruitment and hiring process; and
4. explain the relationship between labor and management.

**Measurable Course Performance Objectives (MPOs)**: Upon successful completion of this course, students should specifically be able to do the following:

1. Describe the human resources management functions:

1.1 *describe corporate image or branding;*

1.2 *explain the dynamic human resource management environment;*

1.3 *identify specifics for conducting job analysis;* and

1.4 *discuss corporate social responsibility*

1. Identify and discuss legal issues that affect employment:

2.1 *discuss diversity and diversity management*;

2.2 *assess equal opportunity employment policies;*

2.3 *explain affirmative action;* and

2.4 *contrast disparate treatment and adverse impact*

**Measurable Course Performance Objectives (MPOs)** (continued):

1. Describe the recruitment and hiring process:

3.1 *explain the importance of strategic planning on the hiring practice*;

3.2 *describe forecasting human resource requirements;* and

3.3 *discuss the importance of succession and disaster planning*

1. Explain the relationship between labor and management:

4.1 *describe benefits and compensation*;

4.2 *discuss the importance of a safe and healthy work environment;* and

4.3 *identify the steps in establishing collective bargaining*

**Methods of Instruction**: Instruction will consist of lecture, outside reading assignments, and the viewing of videos related to the field. Class trips may also be utilized when appropriate to enhance the course content.

**Outcomes Assessment:** Quiz, test, and exam questions are blueprinted to course objectives. Data is collected and analyzed to determine the level of student performance on these assessment instruments in regards to meeting course objectives. The result of this data analysis is used to guide necessary pedagogical and/or curricular revisions.

**Course Requirements:** All students are required to:

1. Maintain regular attendance.

2. Completed assigned homework on time.

3. Take part in class discussions.

4. Take all quizzes, tests, and exams as scheduled.

**Methods of Evaluation:** Final course grades will be computed as follows:

 **% of**

**Grading Components final course grade**

* **Homework, quizzes and class participation 0 – 20%**

A perusal of homework and quizzes will provide evidence of the extent to which students are achieving course objectives.

* 2 or more Tests (dates specified by the instructor) 25 – 35%

Tests will show evidence of the extent to which students meet course objectives.

* Midterm Exam 20 – 25%

The same objectives apply as with tests, but it is anticipated that students will show advanced mastery and synthesis of course content from the first half of the semester.

* Final Exam 25 – 30%

The comprehensive final exam will examine the extent to which students have mastered the material presented in the course and can analyze and synthesize facts relevant to the course objectives and apply these concepts to given situations.

Note: The instructor will provide specific weights, which lie in the above-given ranges, for each of the grading components at the beginning of the semester.

**Academic Integrity:** Dishonesty disrupts the search for truth that is inherent in the learning process and so devalues the purpose and the mission of the College. Academic dishonesty includes, but is not limited to, the following:

* plagiarism – the failure to acknowledge another writer’s words or ideas or to give proper credit to sources of information;
* cheating – knowingly obtaining or giving unauthorized information on any test/exam or any other academic assignment;
* interference – any interruption of the academic process that prevents others from the proper engagement in learning or teaching; and
* fraud – any act or instance of willful deceit or trickery.

Violations of academic integrity will be dealt with by imposing appropriate sanctions. Sanctions for acts of academic dishonesty could include the resubmission of an assignment, failure of the test/exam, failure in the course, probation, suspension from the College, and even expulsion from the College.

**Student Code of Conduct:** All students are expected to conduct themselves as responsible and considerate adults who respect the rights of others. Disruptive behavior will not be tolerated. All students are also expected to attend and be on time for all class meetings. No cell phones or similar electronic devices are permitted in class. Please refer to the Essex County College student handbook, *Lifeline*, for more specific information about the College’s Code of Conduct and attendance requirements.

**Course Content Outline:** based on the text **Human Resource Management**, 11th edition, by R Wayne Mondy; published by Pearson; Upper Saddle River, NJ, 2010; ISBN #: 978-0-13-607701-5

**Class Meeting**

**(80 minutes) Chapter/Topics**

1 – 2 Chapter 1 Strategic Human Resource Management: An Overview

 Employer Branding

Human Resource Management Functions – Staffing, Human Resource Development, Compensation, Safety and Health, Employee and Labor Relations, Human Resource Research, and Dynamic Human Resource Management Functions

 Legal Considerations

 Human Capital Metrics

3 – 4 Chapter 2 Business Ethics and Corporate Social Responsibility

 Ethics / Sources of Ethical Guidance

 Code of Ethics

 Ethics Training

 Corporate Social Responsibility

 Stakeholders and the Social Contract

 Implementing a Corporate Social Responsibility Program

 Multinational Whistle Blowing

5 – 6 Chapter 3 Workforce Diversity, Equal Employment Opportunity , and Affirmative Action

 Diversity and Diversity Management

 Equal Employment Opportunity

 Law Affecting Equal Employment Opportunity

 The Glass Ceiling

 Significant US Supreme Court Cases Affecting Equal Employment Opportunity

 Equal Employment Opportunity Commission

 Concept of Disparate Treatment

 Concept of Adverse Impact

 Affirmative Action

7 – 8 Chapter 4 Job Analysis, Strategic Planning, and Human Resource Planning

 Job Analysis: A Basic Human Resources Tool

 Conducting Job Analysis

 Job Description

 Job Analysis and the Law

 Talent Management

 Strategic Planning Process

 Human Resources Planning Process

 Forecasting Human Resources Requirements

 Downsizing

 Succession Planning / Disaster Planning

 Job Design

**Class Meeting**

**(80 minutes) Chapter/Topics**

9 **Test 1** on Chapters 1 – 4

10 – 11 Chapter 5 Recruitment

 Recruitment Defined

 Alternatives to Recruitment

 External Environment of Recruitment

 Recruitment Process – Internal, External, Online

 Executive Search Firms

 Professional Associations

12 – 13 Chapter 6 Selection

 The Stress Interview

 Environmental Factors Affecting the Selection Process

 The Selection Process

 Selection Tests Pro and Con

 Interviews: Structured, Unstructured, Behavioral

 Pre-Employment Screening

 Background Checks

 Metrics for Evaluating the Recruitment / Selection Process

14 – 15 Chapter 7 Training and Development

 Factors Influencing Training and Development

 Training and Development Process

 Training and Development Delivery Systems

 Management Development

 Implementing Human Resources Development Programs

 Metrics for Evaluating Training and Development

 Dealing with Cultural Differences

16 – 17 Chapter 8 Career Planning and Development & Performance Management and Appraisal

 Career Paths and Career Development Methods

 Emotional Intelligence

 Establishing Performance Criteria

 Responsibility for Appraisal Methods

 Characteristics of an Effective Appraisal System

 Legal Implications

18 **Midterm Exam**

**Class Meeting**

**(80 minutes) Chapter/Topics**

19 – 20 Chapter 9 Direct Financial Compensation

 Compensation

 Equity

 Determinants of Compensation

 Job Evaluation / Methods

 Professional Compensation

 Sales Representative Compensation

 Contingent Worker Compensation

 Executive Compensation

21 Chapter 10 Benefits, Nonfinancial Compensation, and Other Compensation Issues

 Unique Benefits

 Mandated Legally-Required Benefits

 Discretionary Benefits

 Payment for Time Not Worked

 Health Care

 Life Insurance

 Retirement Plans

 Disability Protection

 Stock Option Plans

 Workplace Flexibility

22 **Test 2** on Chapters 9 – 10

23 – 24 Chapter 11 A Safe and Healthy Work Environment

 Nature and Role of Safety and Health

 Occupation Safety and Health Administration

 Repetitive Stress Injuries

 Ergonomics

 Workplace Violence

 Domestic Violence

 Stress

 Wellness Programs

 Employee Assistance Programs

25 – 26 Chapter 12 Labor Unions and Collective Bargaining

 Why Employees Join Unions

 Union Structure

 Collective Bargaining / Establishment Issues

 Negotiation

 Collective Bargaining in the Public Sector

 History of Unions in the US

**Class Meeting**

**(80 minutes) Chapter/Topics**

27 – 29 Chapter 13 Internal Employee Relations

 Worker Retention

 Employment at Will

 Discipline and Disciplinary Action

 Problems in Disciplinary Action

 Grievance under Collective Bargaining

 Grievance without Collective Bargaining

 Alternative Dispute Resolution

 Termination

 Demotion

 Transfers

 Promotions

 Resignations

 Retirement

30 **Final Exam**