**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**