

# COURSE SYLLABUS

<b>LAST REVIEW</b>	Spring 2021
<b>COURSE TITLE</b>	Human Resource Management
<b>COURSE NUMBER</b>	BUSN 0280
<b>DIVISION</b>	Math, Science, Business & Technology
<b>DEPARTMENT</b>	Business
<b>CIP CODE</b>	52.0201, 52.0401
<b>CREDIT HOURS</b>	3
<b>CONTACT HOURS/WEEK</b>	Class: 3
<b>PREREQUISITES</b>	None
<b>COURSE PLACEMENT</b>	Students must meet the correct placement measure for this course. Information may be found at: <a href="https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html">https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html</a>

## COURSE DESCRIPTION

Personnel Management considers the major activities in personnel or “Human Resources” management. Instruction includes the interdependence of such topics as federal and state laws, technological change, manpower planning and forecasting, job design and analysis, selection, training and development, motivation, wage and salary administration, performance appraisal, discipline, personnel records, research, and equal employment opportunity.

**Effective Spring 2005, if you are a Business major, you must have a “C” or better in all business courses to meet the requirements of the business degree program.**

## PROGRAM LEARNING OUTCOMES

### AAS Business Administration

1. Problem Solving and Decision Making  
Apply appropriate problem solving and decision-making skills.
3. Organizational Impact  
Describe how internal and external forces impact the various department within an organization, to include operations, finance, marketing, production and human resources.
4. Legal Framework of Business  
Demonstrate knowledge of the legal framework that regulates business activity dealing with elements of legally enforceable contracts.
5. Ethical Responsibilities  
Define the ethical responsibilities of business organizations and identify relevant

ethical issues.

## **TEXTBOOKS**

<http://kckccbookstore.com/>

## **METHODS OF INSTRUCTION**

A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

## **COURSE OUTLINE**

- I. Understanding Human Resources Management
  - A. The Dynamic Environment of HRM
  - B. Fundamentals of Strategic HRM
- II. THE LEGAL AND ETHICAL CONTEXT OF HRM
  - A. Equal Employment Opportunity
  - B. Employee Rights and Discipline
- III. STAFFING THE ORGANIZATION
  - A. Human Resource Planning and Job Analysis
  - B. Recruiting
  - C. Foundations of Selection
- IV. TRAINING AND DEVELOPMENT
  - A. Socializing, Orienting, and Developing Employees
  - B. Managing Careers
- V. MAINTAINING HIGH PERFORMANCE
  - A. Establishing the Performance Management System
  - B. Establishing Rewards and Pay Plans
  - C. Employee Benefits
  - D. Ensuring a Safe and Healthy Work Environment
- VI. LABOR-MANAGEMENT ENVIRONMENTS
  - A. Understanding Labor Relations and Collective Bargaining

## **COURSE LEARNING OUTCOMES**

Upon successful completion of this course, the student will:

- A. Be to describe why the human resources function is important to an organization's success and explain the responsibilities for managing human resources.
- B. Be able to identify the factors in the business environment that present challenges to firms trying to effectively manage human resources.
- C. Be able to explain the significance of human resource planning, the recruitment process, employee selection, and employee training.

- D. Be able to discuss the relationship of the performance appraisal to employee retention and development as firms attempt to capitalize on employees' talents.
- E. Be able to describe the various forms of compensation, including benefits, to reward the contributions of good performers.
- F. Be able to identify and describe other human resources issues including the collective bargaining process, labor relations, managing human resources internationally, and the role human resources plays in high performance organizations

### **ASSESSMENT OF COURSE LEARNING OUTCOMES**

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

### **COLLEGE POLICIES AND PROCEDURES**

*Student Handbook*

<https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf>

*College Catalog*

<https://www.kckcc.edu/academics/catalog/index.html>

*College Policies and Statements*

<https://www.kckcc.edu/about/policies-statements/index.html>

*Accessibility and Accommodations*

<https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html>.