**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: BSTC 1643

Course Title: Human Resource Management

Credit Hours: 3

Prerequisites: None

Division/Discipline: Technical Education, Office Technology

Course Description: Human Resource Management focuses on human resource analysis, planning and staffing, performance evaluation and compensation, training and development of labor relations that co-exist between employers and employees.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

This course is designed to aid the student in human resource management terms and practices. Those skills are beneficial to someone seeking a human resource position or someone who is anticipating a future of gainful employment. For someone who is or will be seeking employment this course will aid in deciphering the true value of employee benefits and most considerations that arise in the employer/employee relationship.

# **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

# Explain human resource management and understand the need to organize and plan when communication with employees about the requirements and guidelines to retain employment.

* 1. Define human resource management and all of its components; seven categories, challenges, purposes of technology, ethical issues, and key competencies needed by a human resource professional.
	2. Describe the effects of human resource management on organizational strategies that are legal, political, cultural and economical during the planning process and handling of surplus resources while considering strategic and operational human resource measures.
	3. Explain organizational and/or individual relations and retention by describing absenteeism and turnover by measuring them along with individual performance while sustaining retention activities.

# Discover the importance of equal employment when considering diversity during the advertising, recruiting, and selecting of employees from the Human Resource Management perspective.

* 1. Identify EEO as a viable portion of the federal laws that correlate with the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, 1978 Uniform Guidelines on Employee Selection Procedures and the records that go along with an investigative process.
	2. Identify and explain supporting and opposing sides of affirmative action, women’s scenarios in the workplace, sexual harassment issues, aging workforce, individuals with disabilities to help manage employment and diversity.

# Describe the processes of training in the human resources department and realize the direction of career opportunities while administering and implementing performance management analysis and appraisals.

* 1. Describe job analysis while discussing design characteristics for jobs, how schedules and telework affect jobs and the behavioral and legal aspects of job analysis, including the components of job descriptions.
	2. Identify how labor markets can be approached while discussing the advantages and disadvantages of recruiting and deciphering between internal and external recruiting sources and how the Internet affects all of them.
	3. Explore the selection process and examine the three types of selection tests, selection interviews, background investigations, medical examinations and major concerns affiliated with filling global assignments.
	4. Define training, its processes and evaluations while exploring delivery approaches and be able to know when training is needed.
	5. Differentiate between organization-centered and individual-centered career planning in conjunction with development needs analysis and career issues that organizations and employees face.
	6. Identify the components of performance management systems, their advantages and disadvantages, uses and effectiveness.

# Evaluate the many components of compensation strategies and practice when considering the various types of variable pay incentive while managing employee benefits.

* 1. Define compensation strategies and practices, base pay systems and learn how pay increases can be determined.
	2. Explain the concepts and choices of variable pay for individual employees, groups and executives.
	3. Discuss all categories of benefits, the importance of managing benefit costs and communicating those features to the employees.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

*The following statement is to be included ONLY with LIFE, CHEM, PHYS, and PHSC lab science courses:* Since laboratory activities are integral to the learning outcomes of this lab science course, students must pass the laboratory portion of the class in order to successfully complete (“pass”) the course.

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**