



HUMAN RESOURCE MANAGEMENT

Course Syllabus

3-0-3.0

Date: 11/29/11

COURSE NUMBER: MGT 201

PREREQUISITE(S): MAT 032, MGT 101 with a grade of "C"

CO-REQUISITE(S): None

COURSE DESCRIPTIONS

This course is a study of personal administration functions within a business organization. Major areas of study include job analysis, recruitment, selection and assessment of personnel, and wage, salary and benefit administration. Labor union relations will also be covered.

TEXTBOOK(S): Mondy, R. Wayne. Human Resource Management. 12th ed. Upper Saddle River: Prentice Hall, 2012. ISBN: 978-0-13-255300-1

REFERENCE(S): None

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This course will be taught via the Internet using online lecture notes, discussion board, and electronic messaging.

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE
CALCULATION
METHOD:**

Tests	=	30%
Discussion Board	=	15%
Assignments	=	25%
Final Exam/Project	=	<u>30%</u>
	=	100%

Tests will be administered in the Spartanburg Community College Testing Lab, located in Room A-7 of the West Building. Remote testing facilities will be identified for students outside the SCC area. Students will be given a window of testing time and must take the test within that window. **There are no make-up tests.** Everyone will complete the exam.

Assignments will not be accepted late. Tardiness of assignments, projects, papers, exercises, and test will result in a grade of zero (0). If you have a chance to turn them in early – use it!

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

**ACADEMIC
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

**CLASS/LAB
PROCEDURES:**

The textbook is a learning resource. It is the responsibility of the student to read and follow each assigned chapter. Additional outside materials will be integrated with textbook discussion. Students are responsible for textbook materials, instructor's notes, and external learning materials.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the

office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours

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**COURSE OUTCOMES
& OBJECTIVES:**

Upon satisfactory completion of this course, the student will be able to:

- I. Summarize the operational environment, responsibilities and requirements of the Human Resource Manager's job
 1. Define Human Resource Management (HRM)
 2. Explain how the HRM environment has changed in the past decade
 3. Summarize new management practices that impact HRM

- II. Evaluate the legal environment in which the HRM must balance the needs of the company, the needs of society, and the needs of the individual employee
 1. Summarize the basic EEO laws
 2. Evaluate the basic defenses against discrimination allegations
 3. Explain how to set up an affirmative action program
 4. Summarize what an employer can and cannot do with expect to illegal recruitment, selection promotion and layoff practices

- III. Compare the relationship between job design, human resource planning, and the employment process
 1. Describe the basic methods of collecting job analysis information
 2. Identify the various parts of a job description
 3. Explain the process of forecasting personnel requirements
 4. Compare the eight methods used for recruiting job candidates
 5. Describe how to develop an application form
 6. Contrast four types of personnel tests
 7. Explain the pros and cons of background checks

- IV. Distinguish the role the HRM plays in orientation, performance evaluation career development, training, and organization development
 1. Describe the process of orientation
 2. Describe the basic training process
 3. List the five on-the-job development techniques

4. Distinguish the role of Human Resources in business process engineering
5. List performance appraisal methods and the pros and cons of each
6. Explain the major problems inhibiting effective performance appraisals
7. List the pros and cons of the following incentive plans: piecework, standard hourly short term, long term, commission plans

V. Analyze the various types of benefits and services an organization can offer

1. List the basic benefits most employers might offer
2. Explain how to reduce employer's unemployment insurance bill
3. Analyze the cause of the rising cost of insurance and ways this cost can be reduced
4. Summarize how to set up a flexible benefits plans

VI. Describe employer/labor union relationships and how they impact the HRM's job

1. Summarize the history of the labor movement
2. List the reasons workers unionize
3. Describe the main federal labor relations laws
4. Describe the unionization process
5. Describe the nature of the collective bargaining process
6. List the do's and don'ts for handling grievances