



HUMAN RESOURCE MANAGEMENT

Course Syllabus

Date 11/29/11

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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: The student must have access to Microsoft Word, PowerPoint, and Excel. The student also needs Netscape 4.0 or higher Microsoft Internet Explorer 4.0 Browsers. The Operating System needs to be Windows 95, 98, NT, 2000, or Macintosh OS8, OS9 or UNIX.

METHOD OF INSTRUCTION: This course will be taught using active learning activities of group discussion, Internet activities, and individual performance.

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	=	40%
Assignments	=	40%
Final Exam/Project	=	20%
	=	<u>100%</u>

A grade of zero (0) will be assigned for projects, questions, assignments, or tests not completed by the due date. If you have a chance to turn them in early – use it! There are no make-ups for assignments and tests. You have advance knowledge of the assignments and test dates.

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

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.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.
2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
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.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to "disruptive behavior."

**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

Program Director

Mr. Peter Stone
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Program Chair

Mrs. Karen Ravan
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Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

**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 respect 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