

## NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

### **COURSE SYLLABUS**

**Course Title:** Human Resource Management

**Course #:** BMG\* 220

**Course Description:** An introduction to human resource management. Includes the functions of human resource management: job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. The diversity of the workforce and the legal content of employment decisions will also be studied. Three (3) credit hours.

**Prerequisites:** BMG\* 202 and ENG\* 063 and ENG\* 073 or satisfactory scores on placement tests.

**Goals:** To introduce students to the wide range of laws, practices, theories and responsibilities of human resource management; public policy issues, management tools, and management practices that reflect the new and expanded role of human resources.

To develop the skills, knowledge, processes, techniques, methods and solutions used by human resource managers in developing human relations and company strategic plans, including (but not limited to) work force 2000 issues, employee selection procedures, compensation and benefit issues.

**Outcomes:** By the end of the course the student should be able to:

1. Define HR management and human capital.
2. Identify the seven categories of HR activities.
3. Describe how the major roles of HR management are being transformed.
4. Discuss four challenges facing HR today.
5. Explain strategic HR management and how it is linked to organizational strategies.
6. Define HR planning and outline the HR planning process.
7. Discuss how motivation is linked to individual performance.
8. List the five major drivers of retention and activities related to them.
9. Describe different kinds of absenteeism and turnover.
10. Identify and discuss major federal equal employment opportunity laws and regulations.
11. Describe how women are affected by pay, job assignment, and career issues in organizations.
12. Define the two types of sexual harassment and how employers should respond to complaints.
13. Discuss how reasonable accommodation is made when managing individuals with disabilities.
14. Discuss affirmative action.

15. Explain diversity management and discuss why diversity training is important.
16. Discuss workflow analysis and job design.
17. Explain how work schedules and telework can change jobs and work.
18. Describe job analysis and the stages and methods used in the job analysis process.
19. List the components of job descriptions.
20. Identify various labor markets.
21. Discuss the advantages and disadvantages of internal and external recruiting.
22. Discuss the employee selection process, testing, interviewing, and legal issues.
23. Define training and discuss the four phases of the training process.
24. Explain the importance of talent management and development.
25. Identify several management development methods.
26. Identify the components of performance management systems.
27. Discuss the performance appraisal process.
28. Identify the three general components of total rewards and compensation and examples of each.
29. Discuss the laws and regulations affecting compensation systems.
30. Define variable pay and identify the elements of successful pay-for-performance plans.
31. Discuss individual, group/team incentives, and organizational incentives.
32. Identify the components of executive compensation and discuss criticisms of executive compensation levels.
33. Define benefits and describe the different types of benefits offered by employers.
34. Identify the components of risk management.
35. Discuss three legal areas affecting safety and health.
36. Identify the basic provisions of the Occupational Safety and Health Act of 1970 and recordkeeping and inspection requirements.
37. List three workplace health issues and how employers are responding to them.
38. Explain workplace violence as a security issue and describe some components of an effective security program.
39. Identify and define employee rights and responsibilities.
40. Differentiate between the positive approach and progressive approach to discipline.

### **College Policies**

**Plagiarism:** Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanction. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

**Americans with Disabilities Act (ADA):** The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Roseann Dennerlein, the Counselor for Students with Disabilities. Her office is located in the Center for Student Development at Green Woods Hall. Her phone number is 860-738-6307 (V/TTY) and her E-mail address is [rdennerlein@nwcc.commnet.edu](mailto:rdennerlein@nwcc.commnet.edu).

**School Cancellations:** If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. The recorded message will be available two hours prior to the start of day, twilight, evening, and weekend classes. Radio and television stations will broadcast the announcements at about the same time period. Each group of classes will have its own cancellation announcement.