

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 08-19-24

I. CATALOG DESCRIPTION

Course Number: BSAD2370
Course Title: Human Resources Management
Prerequisite(s): None

Catalog Description: Study of functions of personnel: recruiting, selection, assessment, remuneration, training, and union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legalities of hiring and firing.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will teach students to*

- A. Provide an understanding of the various human resources management functions and how the functions are applied to the human resources planning process.
- B. Provide an understanding of the global Human Resource environment and its impact on organizations.
- C.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Describe the primary functions of human resources management.
 - 2. Examine the importance of Human Resources planning for businesses.
 - 3. Understand the impact of current legislation and employment laws on Human Resources.
 - 4. Explain the importance of global Human Resources and its impact on organizations.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 2: Written Communication
 - Outcome 1: Comprehend, analyze, and evaluate a given text.
 - Outcome 3: Identify and evaluate evidence from a variety of printed, visual, and electronic sources.
 - 2. GELO 3: Critical Thinking & Problem Solving
 - Outcome 1: Collect, identify, interpret and analyze data.
 - Outcome 2: Synthesize information to arrive at reasoned solutions to problems.

IV. CONTENT/TOPICAL OUTLINE

- A. Human Resource Management in Organizations
- B. Human Resource Strategy and Planning
- C. Equal Employment Opportunity
- D. Workforce, Jobs, and Job Analysis
- E. Individual, Organization Relations and Retention
- F. Recruiting High Quality Talent
- G. Selecting Human Resources
- H. Training Human Resources
- I. Talent, Careers and Development
- J. Performance Management and Appraisal
- K. Total Rewards and Compensation
- L. Risk Management and Worker Protection
- M. Employee Rights and Responsibilities

- N. Union, Management Relations
- O. Global Human Resource Management

V. INSTRUCTIONAL MATERIALS

- A. Required text(s): ISBN: 9780357700037. Human Resource Management, Mathis, Jackson, Valentine, Meglilch, current edition, Cengage. DDA – Direct Digital Access. You will have access to your digital course materials on the first day of class! The SCC Bookstore has worked with publishers to get your course materials at the lowest cost. These materials are required by your instructor. If you decide that you don't want to participate, you will need to OPT-OUT of the program and be sure that you're obtaining the material on your own. If you stay opted in, you will be charged a reduced price for a digital textbook (E-book) and required code. The book charges go directly to your account at SCC for you to pay. If you would also like to own a paper copy of the book you can purchase a loose-leaf copy at a much-reduced cost at the SCC bookstore, but only if you stay Opted-In to the Direct Digital Access program.

NOTE: If your instructor requires the MindTap access code, a used book will probably not work because the access code will not come with it. Check with your instructor if you are unsure whether a used book will work. **DDA should be your cheapest option – stay opted-in.**

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Small and large group discussion, PowerPoints, whiteboard, overheads, and videos
- B. Class activities and/or individual exercises

VII. METHODS OF EVALUATION

- A. Course Grading
 - 1. Unit exams/quizzes..... 30%
 - 2. Article reports..... 20%
 - 3. Discussion/small group activities 20%
 - 4. MindTap assignments..... 30%
- B. SCC STANDARD GRADING SCALE POLICY:

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

Grade requirement: To receive a passing grade, the student must perform at a minimum level of 60 percent on practical problem and terminology tests given to evaluate performance goals for each unit of instruction. However, the student must perform at the 70 percent (C grade) level if this course is to be used as a prerequisite.