Pellissippi State Community College
Master Syllabus

HUMAN RESOURCE MANAGEMENT
BUSN 2340

Class Hours: 3.0  Credit Hours: 3.0
Laboratory Hours: 0  Revised: Fall 2017

Catalog Course Description
This course is a study of principles of human resource management, which may include equal employment law and the recruitment, selection, and development of the human resources.

Pre-requisite(s)
BUSN 2330 or HSP 1200

Co-requisites
None

Textbooks and Other Course Materials

Week/Unit/Topic Basis

<table>
<thead>
<tr>
<th>Week(s)</th>
<th>Chapter(s)</th>
<th>Topic(s)</th>
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</thead>
<tbody>
<tr>
<td>1-3</td>
<td>1</td>
<td>Introduction to Human Resource Management</td>
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<tr>
<td></td>
<td>2</td>
<td>Equal Opportunity and the Law; Setup teams and assign project</td>
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<tr>
<td>4-10</td>
<td>4</td>
<td>Job Analysis and Talent Management</td>
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<td></td>
<td>5</td>
<td>Personnel Planning and Recruiting</td>
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<td></td>
<td>6</td>
<td>Selecting Employees</td>
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<td></td>
<td>7</td>
<td>Training and Developing Employees</td>
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<td></td>
<td>8</td>
<td>Performance Management and Appraisal</td>
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<tr>
<td>11-13</td>
<td>12</td>
<td>Maintaining Positive Employee Relations</td>
</tr>
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<td></td>
<td>13</td>
<td>Labor Relations and Collective Bargaining</td>
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<tr>
<td>14-15</td>
<td></td>
<td>Teams will conduct in-class interviews</td>
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<tr>
<td>16</td>
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<td>Final Exam Week</td>
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Course Goals*
The course will
A. Introduce students to the effective management of the human resource. I, III, IV, VIII
B. Enhance students’ understanding of the impact of human resource management on productivity. I, II, IV, VIII
C. Allow students to acquire a thorough knowledge of equal employment opportunity laws, job analysis, planning, recruiting and selection. I, III
D. Enhance students’ understanding of performance appraisal, labor relations, and disciplinary aspects of human resource management. I, III
E. Guide students in the techniques for successfully integrating employees into the work group. I, II, III, V

*Roman numerals after course objectives reference goals of the A.A.S. Business program.

**Expected Student Learning Outcomes**

Students will
1. Access key legislation affecting employee and labor relations. A
2. Discuss key factors in workforce planning such as recruitment, selection, and development of employees. B, C
3. Explain what human resource management is and the role it plays in the management process and productivity. A, B
4. Discuss federal laws related to employment, including examples and steps to correct issues. C
5. Investigate disciplinary problems, and demonstrate approaches to disciplinary action. D
6. Recognize the connection between effective management and bottom-line results. E
7. Perform job analysis, and prepare job descriptions and job specifications. C
8. Summarize the steps in recruitment and placement, including using testing. C
9. Explain factors that affect the usefulness of interviews and guidelines for being a more effective interviewer. C
10. Explain the problems to be avoided in appraising performance, including using the correct tool. D

*Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

**Evaluation**

A. Testing Procedure:
   30% of grade

B. Laboratory Expectations
   35% of grade
   Students will work in teams to accomplish assigned projects.

C. Field Work
   20% of grade
   Students will be responsible for the research to develop a team project. During the semester weekly or bi-weekly class time will be used to complete an extensive team based project. Further details about the project will be given in class.

D. Other Evaluation Methods

E. 15% of grade
   Class participation, group work, and homework also comprise the final grade for the course. Each instructor must provide full details during the first week of class via a syllabus supplement.
F. Grading Scale

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>92 – 100</td>
<td>A</td>
</tr>
<tr>
<td>89 – 91</td>
<td>B+</td>
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<tr>
<td>82 – 88</td>
<td>B</td>
</tr>
<tr>
<td>79 – 81</td>
<td>C+</td>
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<tr>
<td>72 – 78</td>
<td>C</td>
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<tr>
<td>65 – 71</td>
<td>D</td>
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<tr>
<td>Below 65</td>
<td>F</td>
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Policies

Attendance Policy

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

Academic Dishonesty

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one’s own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

Accommodations for Disabilities

Students that need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Disability Services (DS)
in order to receive accommodations in this course. Disability Services (http://www.pstcc.edu/sswd/) may be contacted via Disability Services email or by visiting Alexander 130.

NOTE

To receive the Supervision Certificate, the minimum grade in each of the four courses is "C". The four courses are BUSN 2330 Principles of Management or HSP 1200 Introduction to Hospitality; BUSN 1380 Supervisory Management; BUSN 2340 Human Resource Management; and INFS 1010 Computer Applications.

Management majors should also be aware that you must have earned a 2.5 GPA in 15 credit hours of Management courses to qualify for your Management Internship.