PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

HUMAN RESOURCES
MGT 2050

Class Hours: 3.0
Credit Hours: 3.0
Laboratory Hours: 0.0
Revised: Spring 2011

NOTE: This course is not designed for transfer credit.

Catalog Course Description:
A study of principles of human resources management, including equal employment law, recruitment, selection, and development and maintenance of the human resource.

Entry Level Standards:
Students must be able to read and write at the college-level.

Prerequisite:
MGT 2000 or HSP 1200

Textbook(s) and Other Course Materials:
   (This text will be used in all management courses.)

I. Week/Unit/Topic Basis:

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic</th>
</tr>
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<tbody>
<tr>
<td>1-3</td>
<td>Introduction to Human Resource Management</td>
</tr>
<tr>
<td></td>
<td>Equal Opportunity and the Law</td>
</tr>
<tr>
<td></td>
<td>Set up Teams and Assign Project</td>
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<tr>
<td>4-5</td>
<td>Ethics, Justice and Fair Treatment in HR Management</td>
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<tr>
<td></td>
<td>Labor Relations and Collective Bargaining</td>
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<tr>
<td>6</td>
<td>Performance Management and Appraisal</td>
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<tr>
<td>7-11</td>
<td>During this period some class meetings will be devoted to Project Development as scheduled by the instructor. Students are responsible for the following topics using their textbook as a reference handbook and the HR web course as a guide with the instructor acting as consultant to the teams.</td>
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<tr>
<td></td>
<td>Job Analysis</td>
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</tbody>
</table>

*This number is for the 9th edition. Any more recent edition will be satisfactory.*
Personnel Planning and Recruiting
Employee Testing and Selection
Interviewing Candidates

12-14 Teams will Conduct Employment Interviews
15 Final Exam

II. Course Goals*:
The course will:

A. Demonstrate an understanding of the human resources management function. I, III, IV, VIII

B. Demonstrate an understanding of the impact of human resource management on productivity. I, II, IV, VIII.

C. Exhibit a thorough knowledge of equal opportunity laws, job analysis, planning, recruitment, and selection. I, III

D. Prove understanding of performance appraisal, labor relations, and disciplinary aspects of human resource management. I, III

E. Demonstrate an understanding of techniques for successfully integrating employees into the work group. I, II, III, V

*Roman numerals after course objectives reference goals of the Management program.

III. Expected Student Learning Outcomes*:
The student will be able to:

1. Explain what human resource management is and the role it plays in the management process. A

2. Give several examples of how human resource management concepts and techniques can be of use to all managers. A

3. Discuss the factors that influence one's human resources management philosophy. A

4. Describe how employee involvement relates to productivity. A

5. Cite the main features of recent employment discrimination laws. C

6. Define adverse impact, and explain how it is proved and its significance. C

7. Cite specific discriminatory human resource management practices. C

8. Explain defenses you can use in the event of discriminatory practice allegations. C

9. Discuss the impact of the Americans with Disabilities Act on Human Resource Management. C

10. Discuss the issues and problems associated with drug tests. C

11. Explain the concept of just cause and how it is determined. C
12. Outline a progressive discipline sequence. A,D
13. Investigate disciplinary problems, and demonstrate approaches to disciplinary action. D
14. Discuss the steps in an employee termination interview. C
15. Cite important incidents in the history of the U.S. labor movement. D
16. Discuss the main features of three major labor legislation laws. D
17. Give examples of typical situations during the union drive and election. D
18. Explain preparations for union contract negotiations. D
19. Recognize the connection between effective management and bottom-line results. E
20. Perform job analysis and prepare job descriptions and job specifications. C
21. Identify methods of collecting job analysis data. C
22. Define job design and discuss its dimensions. A,C
23. Summarize the steps in recruitment and placement. C
24. Compare and contrast at least five sources of job candidates. C
25. Define the concepts of reliability and validity in the selection process. C
26. Explain how to validate a test. C
27. Give examples of ethical and legal considerations in testing. C
28. Explain factors that affect the usefulness of interviews and guidelines for being a more effective interviewer. C
29. Effectively interview a job candidate. C
30. Describe the different types of performance appraisal tools available today. D
31. Explain the problems to be avoided in appraising performance. D
32. Hold an effective appraisal interview. D

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

**IV. Evaluation:**

A. Testing Procedures: 50% of grade
   Essay exams

B. Laboratory Expectations: 35% of grade
   Students will work in teams to accomplish a major project requiring them to complete job analyses, develop job descriptions, conduct employment interviews and prepare an extensive written review of their work.
C. Field Work:

N/A

D. Other Evaluation Methods: 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.

E. Grading Scale:

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

V. Policies:

A. 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 the Learning Division, 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 the Learning Division.

B. 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.

C. Accommodations for disabilities:

Students who 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 Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at www.pstcc.edu/departments/swd/.

D. Other Policies:

**Computer Usage Guidelines:**
College-owned or -operated computing resources are provided for use by students of Pellissippi State. All students are responsible for the usage of Pellissippi State’s computing resources in an effective, efficient, ethical and lawful manner. *(Pellissippi State Online Catalog)*

**NOTE:** To receive the **Supervision Certificate**, the minimum grade in each of the three courses is "C". The three courses are MGT 2000 Principles of Management, MGT 2030 Team Leadership, and MGT 2050 Human Resources.