PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

HUMAN RESOURCE MANAGEMENT
BUSN 2340

Class Hours: 3.0   **Credit Hours: 3.0**

Laboratory Hours: .0   **Revised: Spring 2016**

Note: This course is not designed for transfer credit but may be accepted by other schools.

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.

Prerequisites:

BUSN 2330 or HSP 1200

Textbook(s) and Other Course Materials:

1. *Fundamentals of Human Resource Management*, 4th Edition, Dessler, Gary, Pearson, 2016, ISBN-13:978-0-13-379153-2.
2. *The Gregg Reference Manual*, Most Recent Edition (or the one you already own), Sabin, William A., Glencoe/McGraw-Hill. Current ed. ISBN-13:978-0-07-339710-8 (This text will be used in all management courses.)

I. Week/Unit/Topic Basis:

Week	Chapter(s)	Topic(s)
1-3	1	Introduction to Human Resource Management
	2	Equal Opportunity and the Law Set up Teams and Assign Project
	4	Job Analysis Talent Management
	5	Personnel Planning and Recruiting
	6	Selecting Employee
	7	Training and Developing Employees
	8	Performance Management and Appraisal
4-5	12	Maintaining Positive Employee Relations
6	13	Labor Relations and Collective Bargaining

7-10	→	During this period some class meetings will be devoted to Project Development as scheduled by the instructor.
11-14	→	Teams will Conduct Employment Interviews
15	→	Final Exam

II. Course Goals*:

The course will

A.   Introduce students to the effective management of the human resource. I, III, IV, VIII

B.   Enhance an understanding of 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 resources management. I, III

E.   Guide the students' to understand the techniques for successfully integrating employees into the work group. I, II, III, V

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

III. Expected Student Learning Outcomes*:

Students 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 assigned projects.

C. Field Work:

Students will be responsible for the research to develop a team project. Further details about the project will be given in class

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:

92 – 100	A
89 – 91	B+
82 – 88	B
79 – 81	C+
72 – 78	C
65 – 71	D
Below 65	F

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 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.

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.

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

C. 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 may be contacted by sending email to disabilityservices@pstcc.edu, or by visiting Alexander 130. More information is available at http://www.pstcc.edu/sswd/.

D. Other Policies:

Computer Usage Guidelines:
College-owned or -operated computing resources are provided for use students of Pellissippi State Community College. All students are responsible for the use of Pellissippi State's computing resources in an effective, efficient, ethical and lawful manner.

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.