SEWARD COUNTY COMMUNITY COLLEGE
COURSE SYLLABUS

I. TITLE OF COURSE: BA2533- Human Resource Management

II. COURSE DESCRIPTION: 3 credit hours
3 credit hours of lecture and 0 **credit hours of lab per week.**

The course emphasizes the performance of the personnel function in non-business organizations as well as business firms; it deals with the performance of employees in white-collar and service activities. Considerable emphasis is given to equal employment opportunities for women, minorities, other workers, the handicapped and veterans. Universal aspects of personnel administration are highlighted.
For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

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Pre-requisite: NA

III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:

Prepare students to obtain a job in mid-management or marketing position, possessing the skills to make them successful employees and employers.

IV. TEXTBOOK AND MATERIALS:

Textbook will be selected when course is offered

V. SCCC OUTCOMES

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life
2: Communicate ideas clearly and proficiently in writing, appropriately adjusting content and arrangement for varying audiences, purposes, and situations.
3: Communicate their ideas clearly and proficiently in speaking, appropriately adjusting content fand arrangement for varying audiences, purposes, and situations.

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

VI. COURSE OUTCOMES:

Define human resources management and identify the basic processes.
Identify major movements affecting the development of HRM.
Describe the worldwide changes that are affecting the environment of HRM.
Identify the key factors in the external and internal environment of an organization.
Describe equal employment laws and other regulations.
Describe the human resources planning process.
Define job design and the responsibilities of the HR department.
Explain necessary work rules and schedules.
Identify the basic methods of recruitment the roles different managers play.
Define the selection process and the roles of the HR department.
Describe effective career transition programs.

Outline the steps involved in skills training, retraining and management/career development programs.
Describe the organizational considerations in planning effective development programs.
Describe the performance appraisal process and its effects on employee morale.
Outline the process of an equitable wage and salary program.
Outline various incentive plans used to motivate production workers, sales personnel, and professional and managerial employees on an individual basis.
Describe the major types of benefits and the role of the HR department in administrating them.
Explain the major elements of effective safety and health management.
Discuss the process of unionization and the effects of a labor union.
Outline the employer's legal obligations, rights and responsibilities.

VII. COURSE OUTLINE:

1. An Overview of Human Resource Management
2. Equal Employment and Human Resources Planning
3. Job Design and Staffing
4. Development and Appraisal
5. Compensation and Reward
6. Employee Protection and Representation
7. The Future of Human Resources Management

VIII. INSTRUCTIONAL METHODS:

Class Lectures
Group Discussions
Case Problems
Projects in Assigned Topic Areas

IX. INSTRUCTIONAL AND RESOURCE MATERIALS:

Textbook
Teacher Prepared Handouts
Whiteboard
Overhead Transparencies
Films and Videos
Business Periodicals

X. METHODS OF ASSESSMENT:

Exams
Student Participation
Assigned Projects
Quizzes
Assessment of SCCC/ATS Outcomes:
Outcome #1: Assessed through assigned reading material and electronic research.
Outcome #2: Assessed through classroom presentations, student participation, and various assigned projects.
Outcome #3: Assessed through classroom presentations, student participation, and various assigned projects.
Outcome #5: Assessed through projects requiring evaluation and application of course material.

XI. ADA STATEMENT:

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobble Academic building, room 149 A.

Syllabus Reviewed: 11/08/2018 21:55:55