

STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

COURSE OUTLINE

BSAD 310 - HUMAN RESOURCE MANAGEMENT

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SCHOOL OF BUSINESS AND LIBERAL ARTS
BUSINESS DEPARTMENT
FALL 2011

BSAD 310 - HUMAN RESOURCE MANAGEMENT

- A. TITLE: Human Resource Management
- B. COURSE NUMBER: BSAD 310
- C. CREDIT HOURS: 3
- D. COURSE LENGTH: 15
- E. SEMESTER(S) OFFERED: Spring/Fall
- F. HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY: Three lecture hours per week
- G. CATALOGUE DESCRIPTION: This course provides a foundation for the study of human capital management. Topics include job analysis and design, recruiting, training, motivating employees, performance appraisals, current doctrine on employee's rights, responsibilities, and compensation issues.
- H. PRE-REQUISITES/CO-COURSES: *Introduction to Business (BSAD 100) or Business Law I (BSAD 201) or Fundamentals of Emergency and Disaster Management (EADM 201) or permission or instructor.*
- I. STUDENT LEARNING OUTCOMES:

Upon completion of this course and related requirements, each student will be able to:

1. Describe the field of "human resource management" and exhibit an understanding of its relevance to managers and employees in the workplace.
2. Describe fundamental employment laws in the U.S.
3. Conduct a basic job analysis and apply this understanding of job requirements to other human resource management systems such as selection, performance appraisal, and compensation.
4. Write a job description.
5. Conduct a performance evaluation and summarize the results.
6. Evaluate current research findings, in the area of HRM, and communicate the results of your examination.

7. Apply relevant theories to the management of people in organizations.
8. Analyze business challenges involving human resource systems.

J. TEXTS: Snell, S. (2012). *Managing human resources*. (16 ed.). New York: Cengage

K. REFERENCES:

M. EQUIPMENT: N/A

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA: quizzes, exams, essays

DETAILED COURSE OUTLINE

Part I. Human Resource Management Overview

A. Human Resource Management Functions

1. Staffing
2. Human Resource Development
3. Safety and Health
4. Employee and Labor Relations

B. Human Resource Management's Role in the Organization

1. Human Resource Management in the Small Organization
2. Human Resource Management in the Medium Organization
3. Human Resource Management in the Large Organization

Part II. Human Resources: Rights and Responsibilities

A. Ethics and Social Responsibilities

1. Corporate Social Responsibility
2. Corporate Stakeholders
3. Ethical Behavior and Decision Making

B. Diversity in the Workplace

1. Workforce Diversity
2. Equal Employment Opportunity
3. Affirmative Action
4. Age in the Workplace
5. Pregnancy in the Workplace
6. Immigration and the Workplace

Part III. Human Resources: Staffing the Workplace

A. Job Analysis and Design

1. Reasons for Conducting a Job Analysis
2. Conducting the Job Analysis
3. Forecasting Human Resource Needs
4. Job Design Concepts

B. Recruitment

1. External Recruitment
2. Internal Recruitment
3. The Recruitment Process
4. Handling the Job Applicant Process

C. Selection

1. Interviews
2. Select Tests
3. Background Investigations and Polygraphs

Part IV. Human Resources: Employee Development

A. Training and Development

1. Influences
2. Determining Needs
3. Methods
4. Types of Training
5. Innovative Training
6. Specialty Training
7. Training Evaluation
8. Career and Organizational Development

B. Performance Appraisal

1. Performance Appraisal Overview
2. Uses of Performance Appraisals
3. Performance Criteria
4. Appraisal Responsibility
5. Types of Appraisals
6. Problems in Performance Appraisals
7. Effective Employee Appraisals

Part V. Compensation and Benefits

A. Compensation

1. Compensation Policies
2. The Market and Compensation
3. The Job and Compensation
4. The Employee and Compensation
5. Special Compensation Packages
6. Executive Compensation

B. Benefits

1. Mandatory Benefits
2. Voluntary Benefits
3. Health Benefits
4. The Benefit Package
5. The Work Environment and Benefits

Part VI. Safety and Benefits

A. Safety in the Workplace

1. OSHA
2. Physical Safety
3. Violence in the Workplace
4. Stress in the Workplace

B. Safety Benefits in the Workplace

1. Stress Management

2. Physical Fitness
3. Substance Abuse Programs
4. Smoking in the Workplace

Part VII. Employee and Labor Relations

A. Labor Unions

1. The History of Labor Unions
2. Employees and Unions
3. Union/Management Relationship

B. Collective Bargaining

1. The Importance of Collective Bargaining
2. Negotiations
3. Bargaining Issues
4. Mediation
5. Arbitration
6. Strikes and Boycotts

C. Internal Employee Relations

1. Layoffs and Downsizing
2. Disciplinary Actions
3. Grievances
4. Termination
5. Transfers, Promotions, Resignations, Retirements