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

MASTER SYLLABUS

BSAD 310 – HUMAN RESOURCE MANAGEMENT

For available course numbers, contact the Registrar's Office at registrar@canton.edu

CIP Code: 52.1001
For assistance determining CIP Code, please refer to this webpage
https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=55
or reach out to Sarah Todd at todds@canton.edu

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Updated by: Nicholas C Kocher (clerical update)

SCHOOL OF BUSINESS & LIBERAL ARTS
BUSINESS DEPARTMENT
FALL 2024

A.   TITLE: Human Resource Management

B.   COURSE NUMBER: BSAD 310

C.   CREDIT HOURS (Hours of Lecture, Laboratory, Recitation, Tutorial, Activity):

# Credit Hours per Week	**3**
# Lecture Hours per Week	**3**
# Lab Hours per Week	
Other per Week	

D.   WRITING INTENSIVE COURSE:

Yes	
No	x

E.   GER CATEGORY:

Does course satisfy a GER category(ies)? If so, please select all that apply.

[1-2] Communication	
[3] Diversity: Equity, Inclusion & Social Justice	
[4] Mathematics & Quantitative Reasoning	
[5] Natural Science & Scientific Reasoning	
[6] Humanities	
[7] Social Sciences	
[8] Arts	
[9] US History & Civic Engagement	
[10] World History & Global Awareness	
[11] World Languages	

F.   SEMESTER(S) OFFERED:

Fall	
Spring	
Fall and Spring	x

G.   COURSE 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: Introduction to Business (BSAD 100) or Business Law
       I (BSAD 201) or Fundamentals of Emergency and Disaster Management (EADM 201) and
       completion of 45 semester credit hours
       CO-REQUISITES: None

I.   STUDENT LEARNING OUTCOMES:

Course Student Learning Outcome [SLO]	Program Student Learning Outcome [PSLO]	GER	ISLO & Subsets
a. Examine trends in the labor force composition and evaluate how to strategically plan for the human resources needed to meet organizational objectives.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 3.2 Describe the external forces applicable to business operations. 8.2 Appropriately manage resources based on their recognized availability.		2 – PS 5
b. Analyze methods for effective employee recruitment, selection, and training.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 8.2 Appropriately manage resources based on their recognized availability.		2 – PS 5
c. Explain how legislation and labor relations practices impact human resource management functions.	2.1 Express ideas clearly, logically, and persuasively in both oral and written format. 3.2 Describe the external forces applicable to business operations.		1 – O & W 5

	6.2 Apply fundamental principles of tort, contract, agency, intellectual property, and employment law in analyzing business decisions.		
d. Distinguish best practices to identify and manage employee performance, compensation, and benefits.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 7.2 Explain the skills necessary to influence, inspire, and motivate individuals and groups to achieve results.		2 – PS 4 – T
e. Identify challenges faced by multi-national companies.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 5.1 Explain how operating in a global marketplace creates business opportunities and challenges.		2 – PS 4 – GL
f. Assess the importance of embracing cultural differences and diversity within an organization.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 4.1 Recognize ethical and social responsibility issues in a business environment. 5.2 Explain the implications of		2 – PS 4 – ER & GL

	multicultural issues related to specific business scenarios.		

KEY	Institutional Student Learning Outcomes [ISLO 1 – 5]
ISLO #	ISLO & Subsets
1	**Communication Skills** Oral [O], Written [W]
2	**Critical Thinking** *Critical Analysis [CA], Inquiry & Analysis [IA] , Problem Solving [PS]*
3	**Foundational Skills** *Information Management [IM], Quantitative Lit, /Reasoning [QTR]*
4	**Social Responsibility** *Ethical Reasoning [ER], Global Learning [GL],* *Intercultural Knowledge [IK], Teamwork [T]*
5	**Industry, Professional, Discipline Specific Knowledge and Skills**

J.   APPLIED LEARNING COMPONENT:

Yes	x
No	

If yes, select [X] one or more of the following categories:

Classroom / Lab		Community Service	
Internship		Civic Engagement	
Clinical Practicum		Creative Works/Senior Project	x
Practicum		Research	x
Service Learning		Entrepreneurship [program, class, project]	

K.   TEXTS: DeNisi, A., & Griffin, R. (2019). HR (5th ed.). Cengage Learning.

L.   REFERENCES: None

M.   EQUIPMENT: Technology Enhanced Classroom

N.   GRADING METHOD: A - F

O.   SUGGESTED MEASUREMENT CRITERIA/METHODS:
   • Exams
   • Quizzes
   • Projects
   • Assignments
   • Participation

P.   DETAILED COURSE OUTLINE:
I   Organization
A. Structure of the HR Function
B. Organizational Effectiveness and Development
1.   Metrics and Measurement of HR
2.   Forecasting
C. Workforce Management
1.   Mergers and Acquisitions
2.   Outsourcing
3.   Rightsizing / Downsizing
4.   Succession Planning
D. Employee and Labor Relations
1.   Performance Evaluations
2.   Career Planning
3.   Workplace Dispute Resolution
E. Technology Management

II   Workplace
A. HR in the Global Context
1.   Expatriation and Repatriation
2.   PESTLE Analysis
B. Diversity & Inclusion
C. Risk Management
1.   Health
2.   Safety
3.   Security
D. Corporate Social Responsibility
E. Employment Law
1.   Affirmative Action
2.   Workers' Compensation
3.   Adverse and Disparate Impact
4.   Relevant U.S. Employment Laws

III People
A. HR Strategic Planning
B. Talent Acquisition
1.   Job Analysis and Job Design
C. Employee Retention and Engagement
D. Employee Training and Development
1.   Needs Assessment
2.   Transfer of Training
E. Total Rewards
1.   Compensation
2.   Benefits

Q.   LABORATORY OUTLINE: None