

CUMBERLAND COUNTY COLLEGE

Course: BU 212 Human Resource Management

Credits: 3

Prerequisites: RD 100, EN 060

Description:

This course covers the organization and management of employees, their procurement and placement, supervision, the improvement of employee performance, management and labor relations as well as the future of human resource management.

Learning Outcomes

At the completion of this course, students should be able to:

- Describe the functions and importance of the human resource department in an organization;
- Discuss the proper methods to recruit, interview, and screen applicants for open positions in an organization;
- Identify Federal and State laws that pertain to hiring of employees and the Equal Opportunity Act;
- Assess the major challenges of human resources in the 21st century business and government organizations

Topical Outline

- The Challenge of Human Resources Management
- Equal Employment Opportunity Resource Management
- Job Analysis, Employee Involvement, and Flexible Work Schedules
- Human Resources Planning and Recruitment
- Selection
- Training and Development
- Career Development
- Appraising and Improving Performance
- Managing Compensation Pay for Performance; Incentive Rewards
- Employee Benefits
- Safety and Health
- Employee Rights and Discipline
- The Dynamics of Labor Relations
- International Human Resources Management
- Creating High Performance Work Systems

Text: Snell; Morris; & Bohlander (2016). *Managing Human Resources (17th ed.)*. Cengage Learning.

Student Assessment: Assessment may be accomplished through projects, portfolios, exams, presentations and/or papers.

Academic Integrity: Plagiarism is cheating. Plagiarism is presenting in written work, in public speaking, and in oral reports the ideas or exact words of someone else without proper documentation. Whether the act of plagiarism is deliberate or accidental [ignorance of the proper rules for handling material is no excuse], plagiarism is, indeed, a “criminal” offense. As such, a plagiarized paper or report automatically receives a grade of **ZERO** and the student may receive a grade of **F** for the semester at the discretion of the instructor.

Note: If you are having difficulty with work in this class tutoring is available through the Center for Academic & Student Success. If you think that you might have a learning disability, contact Project Assist at 856.691.8600 x 1282 for information on assistance that can be provided to eligible students.

Before Withdrawing From This Course

If a student experiences adverse circumstances while enrolled in this course and considers withdrawing, s/he should see an advisor (division or advisement center) **BEFORE** withdrawing from the class. A withdrawal may cause harmful repercussions to completion rate standards and overall GPA which can limit or eliminate future financial aid in addition to causing academic suspension.