# 4/8/2021

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 27 April 2021

Term and Year of Implementation: Spring 2022

**Course Title:** Human Resource Management

**BRCC Course Rubric:** MANG 2213

**Previous Course Rubric**: MANG 231

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 3-0-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 45-0-45

**Louisiana Common Course Number:** CMGM 2213

**CIP Code:** 52.1005

**Course Description:** Explores what Human Resource Management (HRM) is, how it relates to the management process, and contributes to organizational effectiveness. Examines legal issues in the context of HRM and major HRM activities, including job analysis, recruitment and selection, compensation and benefits, safety, training and development. This course requires a materials fee.

**Prerequisites:**  BUSN 1003 (or BUSN 110) with a grade of C or better

**Co-requisites:** None

**Suggested Enrollment Cap:** 25

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Explain the importance of and how legislation impacts human resource management.

2. Discuss job analysis as a foundation for human resource management.

3. Identify types of employee training and development programs.

4. Discuss the activities involved in evaluating and managing employee performance.

5. Identify the issues involved in establishing benefit and compensation systems.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Homework, projects, presentations, and/or class work

2. Exams and/or quizzes

3. Common questions will be administered by all sections of the course at the end of the semester assessing the student's knowledge of the learning outcomes.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

Introduction to Human Resource Management

A. Changing nature of HR management

B. Challenges of HR management

C. HR management activities

II. Diversity and Equal Employment Opportunity

A. Managing diversity

B. Equal Employment Opportunity, Affirmative Action, and Discrimination

C. Civil Rights Acts of 1964 and 1991

D. Enforcement agencies

III. Job Analysis

A. Nature of job analysis and HRM activities

B. Legal aspects of job analysis

C. Job analysis methods

D. Job descriptions and job specifications

IV. Training and Development

A. New hire orientation as training

B. Training and Development needs assessment

C. Training and Development approaches

D. Evaluation of Training and Development activities

V. Performance Management and Appraisal

A. Identifying and measuring employee performance

B. Implementing performance appraisal systems

C. Methods of performance appraisal

VI. Compensation and Benefits

A. Developing a Compensation Strategy

B. Determining what to pay

C. Wage and Salary Administration

D. Nature of Benefits Programs

E. Mandated and Nonmandated Benefits

F. Contemporary Issues in Compensation and Benefits

1. Legal Issues

2. Executive Compensation

3. Evaluation Compensation and Benefit Programs