1. **COURSE TITLE\*: Human Resources Management**
2. **CATALOG – PREFIX/COURSE NUMBER/COURSE SECTION\*: BADM 2220**
3. **PREREQUISITE(S)\*: None COREQUISITE(S)\*: None**
4. **COURSE TIME/LOCATION: (*Course Syllabus – Individual Instructor Specific*)**
5. **CREDIT HOURS\*: 3 LECTURE HOURS\*: 3**

**LABORATORY HOURS\*: 0 OBSERVATION HOURS\*: 0**

1. **FACULTY CONTACT INFORMATION: *(Course Syllabus – Individual Instructor Specific)***
2. **COURSE DESCRIPTION\*:**

An introduction to structure and functions of personnel activity, recruitment and placement, performance appraisal, salary administration, employee benefits, personnel planning, management development, and labor relations.

1. **LEARNING OUTCOMES\*:**

At the completion of this course, the student will:

1. Define the various human resource management functions and how they contribute to the achievement of organizational goals.

2. Examine job analysis methods.

3. Identify the various theories of motivation.

4. Describe the staffing process.

5. Identify the different approaches to performance appraisals.

6. Explain the components of motivation and their effect on the work environment.

7. Analyze the objectives and policies of an organization’s total compensation program.

8. Discuss cultural differences as they relate to human resources management.

9. Analyze the legal environment as it relates to human resources management.

10. Identify the different roles that labor unions play in business organizations.

11. Explain the bargaining process and contrast the bargaining goals and strategies of a union and an employer.

1. **ADOPTED TEXT(S)\*:**

***MindTap Managing Human Resources***

Snell & Morris

19th Edition (or current edition)

Cengage Publishing, 2023

ISBN: 978-0-357-70000-6 Cengage Unlimited Inclusive Access eBook with MindTap

ISBN for students who do NOT want Inclusive Access: 978-0-357-71653-3

1. **OTHER REQUIRED MATERIALS: (SEE APPENDIX C FOR TECHNOLOGY REQUEST FORM.)\*\***

None

1. **GRADING SCALE\*\*\*:**

Grading will follow the policy in the catalog. The scale is as follows:

A: 90 – 100

B: 80 – 89

C: 70 – 79

D: 60 – 69

F: 0 – 59

1. **GRADING PROCEDURES OR ASSESSMENTS: (*Course Syllabus – Individual Instructor Specific)***

Knowledge of content will be evaluated by exams, quizzes, assignments, and work projects per instructor.

|  |  |
| --- | --- |
| *Category* | *% of Grade* |
| Mid-term Exam | 25% |
| Final Exam | 25% |
| Case Studies & Assignments | 40% |
| Attendance & Participation | 10% |
| Total | 100% |

1. **COURSE METHODOLOGY: *(Course Syllabus – Individual Instructor Specific)***

Classes will consist of lectures, class discussions, simulations, projects, videos, outside assignments and supplemental materials. Class discussion, for both online and face-to-face formats, is encouraged and staying current on reading assignments necessary to be able to actively participate in class discussions.

1. **COURSE OUTLINE: *(Course Syllabus – Individual Instructor Specific)***

|  |  |  |
| --- | --- | --- |
| **Week** | **Topics** | **LO** |
| **1** | Chapter 1 –The Challenge of Human Resources Management | 1 |
| **2** | Chapter 2 – Strategy and HR Planning | 9 |
| **3** | Chapter 3 – Equal Employment Opportunity | 9 |
| **4** | Chapter 4 – Job Analysis | 2, 4 |
| **5** | Chapter 5 – Recruitment | 1, 4 |
| **6** | Chapter 6 – Employee Selection | 1, 4 |
| **7** | Chapter 7 – Training and Development | 3 |
| **8** | Chapter 8 – Appraising and Improving Performance  **Midterm Exam (Chapters 1 – 8)** | 3, 5  1-4, 9 |
| **9** | Chapter 9 – Implementing Compensation | 6, 7 |
| **10** | Chapter 10 – Incentive Rewards | 6, 7 |
| **11** | Chapter 11 – Employee Benefits | 7 |
| **12** | Chapter 12 – Safety and Health | 9 |
| **13** | Chapter 13 – Employee Rights and Discipline | 9 |
| **14** | Chapter 14 – The Dynamics of Labor Relations | 10, 11 |
| **15** | Chapter 16 – High-Performance Work Systems | 1 |
| **16** | **Final Exam (Comprehensive)** | 1-11 |

1. **SPECIFIC MANAGEMENT REQUIREMENTS\*\*\*:**

**Student’s Responsibility**: Read the Textbook, Read the Chapter Learning Objectives, Read the Chapter Summary, Attend Class, Be prepared to participate in class, Display Sincere Adult Behavior, Complete the Project and EXAMS by the Due Dates, Practice academic integrity at all times by avoiding plagiarism and pirated answer keys.

**Instructor’s Responsibility:** It is the responsibility of the instructor to enhance and expand the meaning and application of the subject matter covered in the course. The instructor will provide grades in a timely manner and make arrangements to be available for assistance as needed.

1. **FERPA\*:**

Students need to understand that their work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes. Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

1. **ACCOMMODATIONS: \***

Students requesting accommodation may contact Ryan Hall, Accessibility Coordinator at rhall21@sscc.edu or 937-393-3431, X 2604.

Students seeking a religious accommodation for absences permitted under Ohio’s Testing Your Faith Act must provide the instructor and the Academic Affairs office with written notice of the specific dates for which the student requires an accommodation and must do so no later than fourteen (14) days after the first day of instruction or fourteen (14) days before the dates of absence, whichever comes first. For more information about Religious Accommodations, contact Ryan Hall, Accessibility Coordinator at [rhall21@sscc.edu](mailto:rhall21@sscc.edu) or 937-393-3431 X 2604.

1. **OTHER INFORMATION\*\*\*:**

**SYLLABUS TEMPLATE KEY**

**\*** Item cannot be altered from that which is included in the master syllabus approved by the Curriculum Committee.

**\*\*** Any alteration or addition must be approved by the Curriculum Committee

**\*\*\*** Item should begin with language as approved in the master syllabus but may be added to at the discretion of the faculty member.