



North Central State College  
MASTER SYLLABUS  
2019-2020

- A. Academic Division: Business, Industry and Technology
- B. Discipline: Business Administration
- C. Course Number and Title: BUSM2030 Human Resource Management
- D. Course Coordinator: Ross Justice  
Assistant Dean: Toni Johnson, PhD
- Instructor Information:
- Name: [Click here to enter text.](#)
  - Office Location: [Click here to enter text.](#)
  - Office Hours: [Click here to enter text.](#)
  - Phone Number: [Click here to enter text.](#)
  - E-Mail Address: [Click here to enter text.](#)
- E. Credit Hours: 3
- F. Prerequisites: ENGL 0040 (minimum grade of C-) or qualifying placement test score
- G. Syllabus Effective Date: Fall, 2019
- H. Textbook(s) Title:
- Human Resource Management*
- Author(s): Gary Dessler
  - Copyright Year: 2015
  - Edition: 14<sup>th</sup> Edition
  - ISBN #: 9780133545173
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: Human resource management investigates a variety of functions considered essential to the personnel function of institutions, including legal compliance, job analysis, recruiting, selection, motivation, training, evaluation, compensation, and employee relations/labor relations. A key component of the course is the practical application of HR concepts to a small/medium sized business scenario.

K. College-Wide Learning Outcomes

<b>College-Wide Learning Outcomes</b>	<b>Assessments - - How it is met &amp; When it is met</b>
Communication – Written	
Communication – Oral	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

<b>Outcomes</b>	<b>Assessments – How it is met &amp; When it is met</b>
1. Define and apply federal legal requirements related to employees in the workplace.	Exams/quizzes throughout the semester but primarily during week 4. One Continuing Company Case is completed each week of the semester and is topic specific for weeks 1 - 15. Calculate the 4/5 rule demonstrating adverse impact week 3.
2. Define and apply the processes for job analysis, personnel planning/recruitment, testing and selection, and candidate interviewing.	Exams/quizzes throughout the semester but primarily assess job analysis on exam during week 4 and personnel planning/recruitment, testing and selection, and candidate interviewing during week 8. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.
3. Summarize the training and development function as it applies to orientation, training, quality/productivity programs, performance appraisal, and career management.	Exams/quizzes throughout the semester but primarily during week 12. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.
4. Explain the human resource function of compensation by detailing options for establishing pay and benefit plans with an emphasis on performance/incentive programs.	Exams/quizzes throughout the semester but primarily during week 12. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.
5. Demonstrate organization communication with employees and define disciplinary and discharge procedures for unsatisfactory employees or employees caught in downsizing or mergers.	Exams/quizzes throughout the semester but primarily during week 16. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.
6. Examine the importance of employee safety and health to include defining OSHA's role in the work place.	Exams/quizzes throughout the semester but primarily during week 16. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.
7. Give example of the historical significance of labor union evolution in both legal and union-evolution terms.	Exams/quizzes throughout the semester but primarily during week 16. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.
8. Detail the steps in union organizing, collective bargaining, impasse resolution, grievance processing, and arbitration.	Exams/quizzes throughout the semester but primarily during week 16. One Continuing Company Case is completed each week of the semester and is topic specific for the weeks 1 - 15.

M. Topical Timeline (Subject to Change):

Week 1:	Contemporary HR Environment
Week 2:	HR Law (EEO and other key HR-related legal requirements to include legislation and case law).
Week 3:	Job Analysis
Week 4:	Personnel Planning and Recruiting
Week 5:	Employee Testing and Selection
Week 6:	Interviewing
Week 7:	Training
Week 8:	Performance Appraisal
Week 9:	Establishing Pay Plans
Week 10:	Pay for Performance Incentive Plans
Week 11:	Benefits
Week 12:	Fair Treatment (organizational culture building, due process, and discipline)
Week 13 & 14:	Labor Relations
Week 15:	Employee Safety and Health

N. Course Assignments:

At a minimum, the following activities will be part of every offering of this course:

1. Textbook reading – test/quiz questions are required to cover content from the assigned text (tests/quizzes are graded).
2. 4/5 Rule Calculation – apply the 4/5 rule to multiple hiring scenarios and determine if potential adverse impact exists (assignment is graded).
3. Written and Oral Continuing Company Case Studies – applies nearly each class topic to the same company throughout the semester (assignment is graded).

O. Recommended Grading Scale:

<b>NUMERIC</b>	<b>GRADE</b>	<b>POINTS</b>	<b>DEFINITION</b>
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00-59	F	0.00	Failure

P. Grading and Testing Guidelines:

[Click here to enter text.](#)

Q. Examination Policy:

[Click here to enter text.](#)

R. Class Attendance and Homework Make-Up Policy:

Click here to enter text.

S. Classroom Expectations:

Click here to enter text.

T. College Procedures/Policies:

**Important information regarding College Procedures and Policies can be found on the [syllabus supplement](#) located at <https://sharept.ncstatecollege.edu/committees/1/curriculum/SiteAssets/SitePages/Home/SYLLABUS%20SUPPLEMENT.pdf>**

**The information can also be found** Choose an item.