



Business Management Department: located at Fiterman Hall
245 Greenwich Street 830

Syllabus-Spring 2016

BUS 311-1100 Human Resources Management

Dr. Shamira Malekar
smalekar@bmcc.cuny.edu
Office Hours: Tuesday: 3pm to 5pm
Wednesday: 12:30pm to 1:30pm

Wednesday and Friday
11am- 12:15pm

3 Hours/Week
3 Credit
Prerequisites: BUS 104 or BUS 200

DESCRIPTION OF THE COURSE:

This course is a survey treatment of human resource management attempting to acquaint students with the various aspects of Human Resource Management. It introduces the student to the realm of Human Resource Manager with useful information that is relevant to your human capital in a multicultural environment.

I. Student Learning Outcomes:	Means of Assessment (goals listed in first column)
<p>1. Describe the various aspects of human resources management and real world practices.</p> <p>4. Implement specific steps to create HR programs while tackling common challenges and labor laws.</p> <p>5. Evaluate various career choices within the human resources management mix.</p> <p>6. Comprehend values by make informed choices based on understanding of personal values, human diversity, multicultural awareness and social responsibility.</p> <p>7. Interpret primary elements of employee compensation & benefits and explain contemporary views on motivation.</p>	<p>Standardized test items: will test a student's ability to <i>recall</i> specific points of information regarding a. human resources management and purpose within today's business environment, b. the role of human resources for an organization c. various career paths within the Human Resources Management Mix and d. an understanding of the present-day issues facing company policies and procedures.</p> <p>In-class writing assignment: The in-class writing assignment (essay) will test a student's ability to 1. <i>Appraise</i> a hypothetical situation; 2. <i>Recall</i> specific points of information regarding human resources management. and 3. <i>Apply</i> the appropriate points of information to <i>formulate</i> an appropriate response using the appropriate vocabulary.</p> <p>Measured via test questions, written assignments and/or class presentations.</p>
II. General Education Outcomes:	Means of Assessment (goals listed in first column)
<p>8. Communication Skills- Students will write, read, listen and speak critically and effectively.</p> <p>9. Demonstrate quantitative reasoning by utilizing quantitative skills and the concepts and methods of mathematics to solve problems.</p>	<p>Case /oral presentations: The company case analysis and oral presentation will test a student's ability to <i>interpret</i> and <i>summarize</i> the material presented in class lectures and reading assignments.</p> <p>Analyze and demonstrate industry research through assignments.</p>
<p>10. Information & Technology Literacy- Students will collect, evaluate and interpret information and effectively use information technologies.</p>	<p>Case analysis and oral presentations: Direct evidence on a student's ability to make effective use of technology and conduct research using appropriate strategies and presentations of how technology is changing the way companies conduct business.</p>

COURSE OBJECTIVE:

- Differentiate between the various aspects of human resource management.
- Make informed and intelligent career choices of fields within the Human Resource Management Mix.
- Differentiate between job analysis, job description, job specification and job evaluation.
- Identify and describe the phases of the selection process.
- Recognize the methods of determining compensation.
- Relate in an intelligent manner to the legal issues surrounding human resources management.
- Be conversant with selected laws pertaining to human resource management.

Text: Managing Human Resources, 16th Edition by Scott A. Snell | George W. Bohlander
ISBN 13-978111153282-6; Publisher: South-Western Cengage Learning

Students could purchase ebook and mindtap access at <http://www.cengagebrain.com/course/1080276>

TOPIC OUTLINE

Part I: HUMAN RESOURCE MANAGEMENT IN PERSPECTIVE.
1. The Challenge of Human Resources Management.
2. Strategy and Human Resources Planning.
Part II: MEETING HUMAN RESOURCES REQUIREMENTS.
3. Equal Employment Opportunity and Human Resources Management.
4. Job Analysis and Job Design.
Part III: DEVELOPING EFFECTIVENESS IN HUMAN RESOURCES.
5. Expanding the Talent Pool: Recruitment and Careers.
6. Employee Selection.
7. Training and Development.
8. Performance Management and the Employee Appraisal Process.
Part IV: IMPLEMENTING COMPENSATION AND SECURITY.
9. Managing Compensation.
10. Pay-for-Performance: Incentive Rewards.
11. Employee Benefits.
12. Promoting Safety and Health.
Part V: ENHANCING EMPLOYEE MANAGEMENT RELATIONS.
13. Employee Rights and Discipline.
14. The Dynamics of Labor Relations.
Part VI: EXPANDING HUMAN RESOURCES MANAGEMENT HORIZONS.
15. International Human Resources Management.
16. Creating High-Performance Work Systems.

Expectations for Students

1. Arriving promptly and remaining until the end of each class meeting, except in unusual circumstances. Arrival in class after the scheduled starting time constitutes **lateness**. Latecomers and early departures incur an official absence. Use your absences

judiciously; there is no distinction between excused and unexcused absences – with either type of absence you have missed an irreplaceable, important learning experience.

2. Preparing thoroughly for each session in accordance with the instructor's requests
3. Participating fully and constructively in all classroom discussions and activities. The quality and substance of your participation in class and communication with your colleagues during team interactions will have an impact on your overall evaluation.
4. Adhering to deadlines and timetables established by instructor. There will be no makeup on exams or acceptance of late submission of any work. You have one week for any work which needs revision, excluding final term paper.
5. Displaying appropriate courtesy to all involved in the class session. Courteous behavior specifically entails communicating in a manner that respects, and is sensitive to, the culture, racial, sexual and individual differences.
6. Students will treat their classroom obligations as they would any professional environment

Note: You must utilize the following sources, for your term assignments, Text books, ProQuest, Nexis Lexis, or EBhost. These databases containing peer-review articles can be found through BMCC library. All citations and references must be in APA format. See your librarian for assistance with referencing and citing essays as well as for help in compiling your bibliography. If you have a question or need clarification, just ask.

College Attendance Policy

At BMCC, the maximum number of absences is limited to one more hour than the number of hours a class meets in one week. For you may be enrolled in a three-hour class. In that class, you would be allowed 4 hours of absence (not 4 days). In the case of excessive absences, the instructor has the option to lower the grade or assign an F or a WU grade.

Academic Adjustments for Students with Disabilities

Students with disabilities who require reasonable accommodations or academic adjustments for this course must contact the Office of Services for Students with Disabilities (Room N320; Telephone # 212-220-8180). BMCC is committed to providing equal access to all programs and curricula to all students.

BMCC Policy on Plagiarism and Academic Integrity Statement

Plagiarism is the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Using the idea or work of another is permissible only when the original author is identified. Paraphrasing and summarizing, as well as direct quote require citations to the original source. Plagiarism may be intentional or unintentional. Lack of dishonest intent does not necessarily absolve a student of responsibility for plagiarism.

Any student who are unsure how and when to provide documentation is advised to consult with their instructors. BMCC's Library guides are designed to help students to appropriately identify a cited work. The full policy can be found on BMCC's web site, www.bmcc.cuny.edu. For further information on integrity and behavior, please consult the college bulletin (also available online).

Late Assignments: Late assignments are simply not acceptable. Please make sure you allow plenty of time for required assignments submissions and plan effectively if you have any future projects at work or business trips scheduled. You submit your documented work in a printed matter and at the same time in an electronic form that you keep in your files for revisions and improvement if necessary. Finally, if you have any questions about any of the information contained in this syllabus, or about any other aspect of this course, please do not hesitate to ask!