



**MERCER**  
COUNTY COMMUNITY COLLEGE

## COURSE OUTLINE

<b>Course Number</b> BUS 240	<b>Course Title</b> Human Resources Management	<b>Credits</b> 3
<b>Hours:</b> Lecture/Lab/Other 3 Class Hours	<b>Co- or Pre-requisite</b> ENG 101, Pre-requisite	<b>Implementation</b> Semester & Year Fall 2022

**Catalog description:**

Study of the typical operations of a personnel office including determination of manpower requirements, the employment process, and the maintenance and control of the staff through wage and salary administration, insurance, safety, discipline, and employee relations. Secondary emphasis is on fringe areas such as morale, research, and preparation for collective bargaining.

**General Education**  
**Category:**  
Not GenEd

**Course coordinator:**  
Jonathan Rowe; Ext. 3479; rowejo@mccc.edu

**Required texts & Other materials:**

**Title:** Human Resources Management

**Author:** Joseph J. Martocchio

**Publisher:** Pearson

**Edition:** Check with Mercer's Bookstore For the Current Edition

**Course Student Learning Outcomes (SLO):**

***Upon successful completion of this course the student will be able to:***

1. Identify the components of the Human Resource Management process, the responsibilities of managers, and environmental forces which affect the process and strategic planning. [Supports ILG 1; PLO 2, 3]
2. Apply steps in the recruiting process to ensure necessary workforce staffing plans are carried out. [Supports ILG 1; PLO 2, 3]
3. Recommend appropriate training techniques and appraisal methods to ensure a skilled workforce and improve employee retention and morale. [Supports ILG 1, 10, 11; PLO 1, 3]
4. Explain the elements of compensation packages. [Supports ILG 1; PLO 3, 5]
5. Identify ethical and legal HR issues which may arise in the workforce and discuss how business can avoid or manage such situations. [Supports ILG 1, 9, 11; PLO 1, 2, 3]
6. Explain unique HRM issues which arise in the global business environment or small business. [Supports ILG 1, 8; PLO 3, 4]

## **Course-specific Institutional Learning Goals (ILG):**

**Institutional Learning Goal 1. Written and Oral Communication in English.** Students will communicate effectively in both speech and writings

**Institutional Learning Goal 8. Diversity and Global Perspective:** Students will understand the importance of a global perspective and culturally diverse peoples

**Institutional Learning Goal 9. Ethical Reasoning and Action.** Students will understand ethical frameworks, issues, and situations.

**Institutional Learning Goal 10. Information Literacy:** Students will recognize when information is needed and have the knowledge and skills to locate, evaluate, and effectively use information for college level work.

**Institutional Learning Goal 11. Critical Thinking:** Students will use critical thinking skills understand, analyze, or apply information or solve problems.

## **Program Learning Outcomes for Business Studies**

1. Use effective verbal and written communication in conducting business;
2. Analyze/resolve problems common to entry-level business positions;
3. Apply management skills in a variety of business functions;
4. Comprehend how the global economy and international events affect domestic and international business decisions;
5. Understand basic accounting statements and their role in managing a business;
6. Identify unethical behavior in a business setting and formulate appropriate action.

## **Units of study in detail – Unit Student Learning Outcomes:**

### **Unit I – The Environment of Human Resource Management (HRM) [Supports SLO 1]**

#### **Learning Objectives:**

##### **The student will be able to...**

- Define HRM and explain the HR duties of the HR manager, staff manager and line manager
- Identify the global, socio-political, economic and technological specific factors facing HRM today and the development of trends in the field which have arisen as a result
- List and define major US Equal Employment Opportunity legislation and describe its role on the HRM Function
- Illustrate discriminatory employment practices and discuss defenses against discrimination allegations.
- Discuss the HRM responsibilities and issues surrounding diversity in the workplace.
- Explain the steps in the strategic management process and its importance to all managers
- Explain the components of a strategic HRM plan and how it fits into the organization's overall strategic plan

### **Unit II – Recruitment [Supports SLO 2]**

#### **Learning Objectives:**

##### **The student will be able to...**

- Explain the use of a job analysis
  - Describe potential methods for collecting job analysis data
- Write a job description
- Explain the importance of planning for labor needs
- Identify both internal and external sources of candidates
- Explain the benefits of recruiting a diverse workforce
- Develop an effective job application form compliant with EEO law
- Define the various types of selection techniques including tests, work samples, simulations, and background investigations and discuss the issues unique to each
- Explain how to validate an employment test

- Identify issues surrounding the hiring of the new workforce
- Explain the different approaches to interviewing and discuss common errors which could potentially undermine the usefulness of any method
- Design and conduct an effective interview

### **Unit III –Employee Development [Supports SLO 3]**

#### **Learning Objectives:**

##### **The student will be able to...**

- Explain the importance of training and its link to employee motivation and retention
- Discuss alternative forms of training programs, the pros and cons of each, and new approaches to training.
- Discuss alternative approaches to appraising employees, pros and cons of each, the role of the supervisor, and the importance of on-going appraisals
- Identify potential issues, both legal and non-legal, with performance appraisals and methods for avoidance and management
- Discuss the importance and responsibilities of a mentor
- Explain both the employee and employers roles in career management

### **Unit IV – Compensation [Supports SLO 4]**

#### **Learning Objectives:**

##### **The student will be able to...**

- Explain the steps in establishing pay rates
- Discuss the determination of executive and managerial pay
- Define performance based pay and how it can be used
- Debate current topics in compensation
- Discuss the effectiveness of alternative financial and non-financial forms of employee incentives in improving performance in management, non management, executives, sales and teams
- Explain various forms of benefits and services offered to employees, including insurance, retirement, and work-life

### **Unit V – Issues in HR Management [Supports SLO 5]**

#### **Learning Objectives:**

##### **The student will be able to...**

- Define ethics and identify unethical behavior in HRM
- Explain what determines ethical behavior at work
- Explain what HRM tools can be used to help promote fair treatment of employees
- Explain the legal grounds for dismissal, the process for termination, and how to avoid wrongful discharge suits
- Provide a brief history of collective bargaining in the US and explain major related legislation
- Explain how a union is formed
- Explain the collective bargaining process and procedures for a grievance
- Discuss the state of unions today
- Explain OSHA standards and how managers can avoid unsafe acts in the workplace

### **Unit VI – International HRM and Small Businesses [Supports SLO 6]**

#### **Learning Objectives:**

##### **The student will be able to...**

- Discuss the global challenge facing managers of multinational corporations
- Explain how culture, politics, legal and economic factors in other countries will affect the HRM process
- Discuss the issues relevant to staffing a global workforce, including the pros and cons of a home versus local policy for staffing managers
- Discuss the unique issues surrounding the staffing, training, compensating, and appraising of expatriates
- Explain global differences in collective bargaining
- Explain how small business HRM differs from HRM in a large firm
- Identify government and internet tools which will help in all stages of the HRM process for small business
- Discuss how a small business can leverage its size to be successful in HRM

**Evaluation of student learning:**

**Final Grades will be assessed based upon:**

Units 1-3 Exam(s) 30%

Units 4-6 Exam (s) 30%

Written Assignments 30%

Participation 10%

\*Note that the above distribution may change for online courses.