

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: BUAD 219**  
**Course Title: Human Resource Management**

**Year: 2024-2025**  
**Credit Hours: 3**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

### **Course Description**

This course is an introduction to the field of human resource management in the public and private sectors. The functions of recruitment, selection, testing, employee development, individual and group behavior, motivation, morale, communication, management and labor relations, and remuneration are explored. International issues and current legislation are also discussed. Prerequisites: BUAD 106; MATH 090 and RDNG 116 if required by placement testing; prior completion or concurrent enrollment in ENGL 101. 3 Cr. (3 Lec.) Fall and spring semesters.

### **Course Context/Audience**

This course is recommended as an elective for Business Administration and International Business students. Topics covered will include relevant legislation, related supervision issues and hands on human resource functions. Prerequisite courses will form the foundation for this advanced study in how to shape employee behavior and performance in the workplace.

### **Basic Skills/Entry Level Expectations**

**Writing:** WC College level writing skills are required. See course co-requisites or pre-requisites.

**Math:** M2 Completed MATH 090 (if needed) - Course requires only the use of basic mathematical skills.

**Reading:** R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

### **Course Goals**

1. Develop an understanding of Human Resources Management activities within an organization
2. Examine the procedures used in the employee recruitment and selection process.
3. Study the principles involved in employee training and development
4. Learn about the various approaches to discipline and dispute resolution.
5. Develop an understanding of the legal framework of HRM and identify general types of employment laws in New York State.
6. Develop an understanding of human resources planning and forecasting.
7. Develop an understanding of labor relations, the collective bargaining process, grievance handling and US labor history.

8. Study the process of job analysis and how a job description is created.
9. Develop an understanding of how wages and salary systems work, including incentive systems.

### Course Objectives/Topics

Objective/Topic	# Hours
Students will be able to determine the factors that lead to worker dissatisfaction and what effect it has on the organization.	6 Hours
Students will understand the importance of good organizational morale and the factors that lead to its development.	6 Hours
Students will be able to develop strategies related to job redesign for the purpose of motivating workers.	6 Hours
Students will be able to develop strategies for recruitment, selection, training, and develop the talents of their workers.	9 Hours
Students will be able to apply their knowledge base of compensation to develop strategies in remunerating workers.	6 Hours
Students will be able to examine promotional procedures and determine their effectiveness.	3 Hours
Students will be able to evaluate the historical development of human resource management in organizations.	3 Hours
Students will be able to effectively deal with workers' grievances.	3 Hours
Students will be able to use their knowledge of current human resource management legislation in the formulation of human resource strategies.	3 Hours

### General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	<p>Students will develop an understanding of workplace theories and approaches to human resource management that impact the environment and culture of the organization.</p> <p>Students will complete ethical dilemma exercises and case studies that delve into HRM issues prevalent in today's workplace.</p> <p>A required textbook will be used as well as ancillary reading as assigned by the instructor.</p> <p>Textbook assignments and research activities will require students to gather, interpret and evaluate relevant sources of information.</p> <p>Students will develop an understanding of the reasons for human resources planning and forecasting. They will also be able to describe the relationship between Strategic HRM and Business Strategy in the organization.</p> <p>Textbook assignments and research activities will require students to investigate and form opinions on current issues in HRM.</p> <p>Students will develop an understanding of management training and problem solving techniques for increasing motivation and morale.</p> <p>Case studies, sample business scenarios and interviews with HR managers concerning types of performance evaluation systems currently used in HRM will be required.</p>

SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	<p>The role of human resource management in various international contexts will be covered in this course including globalization, culture, the work of HR managers, comparative work and labor regulations, recruitment and selection, training and development, and compensation practices all from an international perspective.</p> <p>Students will develop an understanding of the role of a world citizen by learning that successful participation in the global economy requires knowledge and respect for other cultures.</p> <p>Students will develop an understanding of how countries can influence the economic systems of other countries and how the world economy has either improved or upset international economic relations among particular nations.</p> <p>Chapter coverage in International HRM issues and ancillary reading.</p>

### Instructional Methods

Lecture  
Group Exercises (in class decision making simulations)  
Case studies (written and oral presentation)  
Class discussion of ancillary reading  
Text Exercises

### Methods of Assessment/Evaluation

Method	% Course Grade
Examinations	70%
Case Studies	10%
Class exercises	10%
Text Exercises	10%

### Text(s)

Required: Managing Human Resources, Sixth Edition, by Gomez-Meija, Balkin and Cardy

### Bibliography

Human Resources Management, 3<sup>rd</sup> edition, by French, Wendell, Houghton Mifflin.

Human Resource Management, Bryars, Rue, Irwin.

Effective Personnel Management, Schuler, Beulell, Youngblood, West Publishing.

Managing Human Resources, Sherman, Bohlander, Chruden, Southwestern Publishing.

### Other Learning Resources

#### Audiovisual

No resources specified

<b>Electronic</b> No resources specified
<b>Other</b> No resources specified