

BADM-2330: HUMAN RESOURCE MANAGEMENT

Cuyahoga Community College

Viewing: BADM-2330 : Human Resource Management

Board of Trustees:

December 2021

Academic Term:

Fall 2022

Subject Code

BADM - Business Administration

Course Number:

2330

Title:

Human Resource Management

Catalog Description:

Overview of human resource function consisting of recruitment, staffing, training, development, compensation, and evaluation. Employment practices including legal and ethical issues.

Credit Hour(s):

3

Lecture Hour(s):

3

Lab Hour(s):

0

Other Hour(s):

0

Requisites

Prerequisite and Corequisite

ENG-0995 Applied College Literacies, or appropriate score on English Placement Test; or departmental approval.

Note: ENG-0990 Language Fundamentals II taken prior to Fall 2021 will also meet prerequisite requirements.

Outcomes

Course Outcome(s):

Examine how key principles of employment laws and regulations affect human resource strategies.

Essential Learning Outcome Mapping:

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Examine how the human resource function is impacted by the external environment including local, state, and federal laws.
2. Determine appropriate and inappropriate human resource policy regarding workplace environment.

Course Outcome(s):

Explain how human behavior affects job performance and motivation.

Essential Learning Outcome Mapping:

Oral Communication: Demonstrate effective verbal and nonverbal communication for an intended audience that is clear, organized, and delivered effectively following the standard conventions of that language.

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

Written Communication: Demonstrate effective written communication for an intended audience that follows genre/disciplinary conventions that reflect clarity, organization, and editing skills.

Objective(s):

1. Discuss principles of employee motivation and ultimate job performance.
 2. Analyze the behaviors of groups and individuals.
 3. Discuss the impact that leadership has on employee and organizational performance.
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Course Outcome(s):

Analyze recruitment processes and training and development programs.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Cultural Sensitivity: Demonstrate sensitivity to the beliefs, views, values, and practices of cultures within and beyond the United States.

Objective(s):

1. Discuss how individual biases can impact the selection process.
 2. Evaluate the principles of effective recruitment and selection of personnel.
 3. Describe effective development and skills training techniques.
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Course Outcome(s):

Analyze the components of an effective performance management program including job analysis and design, performance appraisal, motivation, and compensation and benefits programs.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Describe job analysis and effective job design.
 2. Summarize the practices of effective career development and job transition.
 3. Identify techniques for the evaluation of performance.
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Course Outcome(s):

Analyze how labor-relations, employee benefits, and compensation affect human resource strategies.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Explain proper wage and salary administration practices as well as strategies to incentivize positive performance.
 2. Compare and contrast practices of employee benefit programs.
 3. Outline the principles of labor-management practices.
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Methods of Evaluation:

1. Case studies
2. Tests
3. Role play
4. Research project
5. Team Project
6. Prejudice exercises

7. Selection interview bias exercises
8. Oral Presentation

Course Content Outline:

1. Introduction
 - a. History of human resource management
 - b. Contemporary challenges
2. Factors in organizational performance
 - a. Behavior and team work
 - b. Management/Leadership philosophy
 - c. Organizational culture
3. Motivation and performance of individuals and groups
 - a. Job satisfaction
 - b. Individual motivation
 - c. Group influences on performance
4. Human resource planning
 - a. External labor market
 - b. Federal and state laws
 - c. Strategic role of human resource function
 - d. Outsourcing and automating
5. Job design and analysis
 - a. Job enrichment
 - b. Elements of effective design
 - c. Job analysis principles
 - d. Job descriptions and specifications
 - e. Performance standards
 - f. Work rules and job design for high performance
6. Recruitment and selection
 - a. Recruitment process
 - b. Recruitment within
 - c. External recruiting
 - d. Selection
 - e. Sources of information about applicants
 - f. Selection tests
 - g. Interviewing
7. Transitions
 - a. New employee orientation
 - b. Staffing process
 - c. Employee separations
 - d. Career changes
8. Skills training
 - a. Determining need
 - b. Developing training objectives
 - c. Selecting trainees
 - d. Choosing a method
 - e. Developing trainers
 - f. Evaluation procedures
 - g. Principles of learning
9. Managing career development
 - a. Effective programs
 - b. Developing employee potential
 - c. Evaluating programs
 - d. Succession planning
10. Performance appraisal
 - a. The appraisal program
 - b. Methods
 - c. Choosing the best system
 - d. The appraisal interview
11. Wage and salary administration

- a. Job evaluation
 - b. Surveys
 - c. Determining rates
 - d. Adjusting pay structure
 - e. Rules of administration
 - f. Government regulation
12. Benefits
- a. Comprehensive benefit practices
 - b. Managing benefits
13. Organizational improvement
- a. Employee involvement and engagement
 - b. Interpersonal skills and teamwork
 - c. Improvement strategies

Resources

Noe, Raymond, A., Hollenbeck, John, R., Gerhart, B., and Patrick M. Wright. *Human Resource Management*. Current edition. McGraw-Hill, 2021.

Mathis, Robert L, and John H. Jackson. *Human Resource Management*. 15th ed. Cengage Lewis, 2017.

Resources Other

1. Society for Human Resources Management. www.shrm.org (<http://www.shrm.org>)
2. Employers Resource Council

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Key: 862