

# BADM-2390: ADVANCED HUMAN RESOURCES PRACTICES

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## Cuyahoga Community College

**Viewing: BADM-2390 : Advanced Human Resources Practices**

**Board of Trustees:**

December 2021

**Academic Term:**

Fall 2022

**Subject Code**

BADM - Business Administration

**Course Number:**

2390

**Title:**

Advanced Human Resources Practices

**Catalog Description:**

Capstone course in Human Resource Management program. Explores application of human resource (HR) concepts and practices in organization context. Cases and scenarios advance learning through systems and operational application of HR competencies. HR planning, staffing, benefits, Equal Employment Opportunity (EEO), safety, performance management, compensation, and change management will be explored in light of advancing organizational effectiveness. Contemporary human resource issues confronting business also analyzed.

**Credit Hour(s):**

3

**Lecture Hour(s):**

3

## Requisites

**Prerequisite and Corequisite**

BADM-2330 Human Resource Management; and ENG-0995 Applied College Literacies, or appropriate score on English Placement Test.

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

## Outcomes

**Course Outcome(s):**

Analyze and demonstrate the basic techniques of good human resource management practice.

**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. Discuss effective human resource planning techniques\methods.
2. Develop a performance plan for a position.
3. Explain components of effective career planning and development.
4. Describe elements of an effective safety program.

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**Course Outcome(s):**

Develop policies for dealing effectively with compliance in areas such as equal employment, employee grievance procedures, and occupational health and safety.

**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. Prepare and communicate cases that require ethical analysis of human resource issues.
2. Determine if a prima facie case of discrimination exists in a case organization.

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**Course Outcome(s):**

Identify and apply skills that are effective in working with others, analyzing and designing positions, and evaluating performance to achieve continual organizational improvement.

**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 evaluation methods.
2. Prepare and role play a structured interview.
3. Examine and role play effective techniques in managing employee performance issues.
4. Construct a staffing strategy based on organizational needs.
5. Create a job description after job analysis.

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**Course Outcome(s):**

Analyze how human resources functions impact the operations of the organization.

**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. Identify benefit strategies that supports organizational objectives.
2. Discuss the impact of a compensation strategy on organizational operations.
3. Explain how a performance management system impacts an organization.

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**Course Outcome(s):**

Develop an organization change strategy.

**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. Analyze scenarios and formulate an effective change management strategy.
2. Compare and contrast various change management strategies.

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**Methods of Evaluation:**

1. Case study analysis
2. Oral presentation
3. Group projects
4. Role play
5. Tests
6. Research papers

**Course Content Outline:**

1. Role of HR
  - a. Administrative
  - b. Business partner
  - c. Change agent
  - d. Employee champion
  - e. Generalist vs. specialist
2. Human resource planning
  - a. Environmental scanning
  - b. Internal scanning
  - c. Human resource inventory
  - d. Action plans
3. Ethics
  - a. Codes of ethics
  - b. Conflict of interest
  - c. Privacy in the workplace
  - d. Defining ethical vs. unethical behavior
4. Employment law overview
  - a. Civil Rights Act
  - b. Age discrimination in employment
  - c. Immigration reform and control
  - d. Worker Adjustment and Retraining Notification Act
  - e. Workers Compensation
  - f. Unemployment Compensation
  - g. Employment-at-will
5. Labor relations law overview
  - a. Norris LaGuardia
  - b. Wagner Act
  - c. Taft-Hartley Act
  - d. Landrum-Griffin
6. Job analysis
  - a. Methods
  - b. Uses
  - c. Job descriptions defined
  - d. Job description developed
7. Performance management/appraisal
  - a. Criterion
  - b. Documentation
  - c. Types of approvals
  - d. Errors
  - e. Legal concerns
8. Workplace behavior issues
  - a. Sexual harassment
  - b. Drug and alcohol use
  - c. Performance deficiencies
  - d. Absenteeism and tardiness
  - e. Methods of addressing
9. Staffing - recruitment
  - a. Recruitment strategies
  - b. Identifying selection criteria
  - c. External sourcing
  - d. Internal sourcing
10. Staffing - Selection
  - a. Pre-employment testing
  - b. Types of interviews
  - c. Reliability and validity
  - d. Background investigation
11. Compensation

- a. Base pay
  - b. Variable pay types
  - c. Differential pay
  - d. Incentive pay
  - e. Expatriate pay
  - f. Selecting compensation strategies
12. Job evaluation
- a. Ranking method
  - b. Classification method
  - c. Factor comparison method
  - d. Point method
  - e. Hay method
13. Compensation structure
- a. Pay ranges
  - b. Pay grades
  - c. Broad-banding
  - d. Compa-ratios
  - e. Wage surveys
14. Benefit programs
- a. Legally required
  - b. Welfare benefits
  - c. Cost containment approaches
  - d. Flexible benefit plans
15. Safety, health, wellness
- a. Employee assistance programs
  - b. Safety program components
  - c. Key Occupational Safety and Health Administration (OSHA) compliance areas
  - d. Employee involvement and safety
  - e. Role of employee health and wellness programs
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## Resources

Martin and Kidwell. *HRM from A to Z*. McGraw-Hill Companies, Inc., 2001.

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Maidment, Fred. *Human Resources Annual Edition*. 17th ed. McGraw-Hill/Dushkin, 2017.

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Nkomo, Fottler, and McAfee. *Human Resource Management Applications: Cases, Exercises, Incidents, and Skill Builders*. 7th ed. South-Western Publishing, 2010.

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Bernadin, H. John. *Human Resource Management: An Experiential Approach*. 6th ed. McGraw-Hill, 2013.

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Snell, Scott A., Shad Morris, and George W. Bohlander. *Managing Human Resources*. 16th ed. Boston, MA: Cengage Learning Publishing, 2016.

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"HR Magazine"

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"The Wall Street Journal"

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"HR Websites"

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**Resources Other**

1. Society for Human Resources Management. [www.shrm.org](http://www.shrm.org)
2. Department of Labor. <https://www.dol.gov/>
3. Chamber of Commerce . <https://www.uschamber.com/>

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