

**Nashville State Community College
Business, Management & Hospitality Division
Business Program**

2018-2019 Master Course Syllabus

BUSN 2340 – Human Resource Management

Course Information:

Course Title: Human Resource Management

Credits: 3

Class Hours: 3

Course Description:

Studies basic principles of managing human resources. Topics include laws that relate to all aspects of HR function, planning, job analysis, job specifications, employee selection, training and development, performance evaluations, salary determination, benefits, labor relations, and current techniques used to improve productivity and morale. **Prerequisite(s):** [Level 2 placement in English and Reading](#).

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

Required Textbook(s) & Other Materials:

Textbook(s): Dessler / *Fundamentals of Human Resource Management Package for Nashville State Community College*, 2017, PRSCS.

ISBN: 9781323450888

Access Code: The code for MyLab Management comes with the above textbook. An electronic copy of the book, the eText, is included in MyLab. You have the option of purchasing the code online directly from Pearson. This can be done from inside the NS Online course shell. Pearson will give you access to MyLab for a limited period of time before requiring an access code.

(This custom textbook is based on: *Fundamentals of Human Resource Management*, Dessler, 4e, 2016, Pearson.)

Reference Materials:

Supplies:

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and

require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

Upon successful completion of this course, students should be able to:

- Explain the strategic importance of human resource management.
- Assess legal human resource management practices.
- Illustrate how organizations recruit and select job applicants according to accepted standards.
- Analyze methods of training and developing employees.
- Provide a critical analysis of organizational compensation.
- Summarize the ways organizations maintain good employee relations.

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

Students should be able to:

- Present an overview of the strategic role of human resource management.
- Outline the strategic management process in relation to human resources.
- Explain how the law relates to human resource management.
- Discuss job requirements and the role of job design, job analysis, and job specifications.
- Explain the importance of planning for a firm's human resource needs.
- Describe the components of an effective recruitment process.
- Define the critical factors of the employee selection process.
- Explain the various types of human resource interviews.
- Summarize various approaches for orienting, training, and developing employees.
- Describe the components of an effective performance evaluation system.
- Present an overview of various methods of employee compensation.
- Summarize employee benefits and services.
- Explain ethics, justice, and fair treatment in human resource management.
- Identify salient aspects of labor relations and the collective bargaining process.
- Describe how human resource managers protect employee safety and health.

The following are general education competencies intended to support the course outcomes:

- Apply mathematical concepts to problems and situations.
- Use critical thinking skills.

Topics to Be Covered:

- Managing Human Resources Today
- Managing Equal Opportunity and Diversity
- Human Resource Strategy and Analysis
- Personnel Planning, Recruitment, and Selection
- Training and Development of Employees
- Performance Management and Appraisal
- Managing Careers
- Compensation of Employees
- Managing Positive Employee Relations
- Managing Labor Relations and Collective Bargaining
- Occupational Safety, Health, and Risk Management

Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

Assignment/Assessment	Points
Homework	
Class Participation	
Tests & Exams	
Term Assignment	
TOTAL	

Grading Policy:**Late Work Policy & Make-up Procedures for Missed Assignments and Work:****Attendance Policy**

Students are expected to attend all scheduled classes and laboratories. Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

Attendance as defined in this syllabus will affect the final grade according to the FA and FN policy described below.

Grading Scale:

Letter Grade	Points Range
A	900-1000
B	800-899
C	700-799
D	600-699
F	0-599

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. Please refer to the current academic calendar available on the Nashville State web site, looking for the date that indicates it is the “Last Day to Earn F for Attendance (FA).” Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. Please review

the [Nashville State Student Code of Conduct policy](#). Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an “F” or a “zero” for the exercise, paper, or examination, or to assign an “F” for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member’s concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student’s academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. Your RAVE Username is your NSCC email address. If you've never received an email from RAVE with your password, or if you need to reset your password, select “Forgot your password?” and a new password will be emailed to you. Should the RAVE system indicate “user not found”, select Register and create your own RAVE account.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.