COURSE NAME: BUSN 2340-N01 – HUMAN RESOURCE MANAGEMENT (Day)

CREDIT HOURS: 3 ONGROUND HOURS: 3 ONLINE HOURS: 0

INSTRUCTOR: David Gerth, EdD
OFFICE PHONE: (615) 353-3423
E-MAIL: david.gerth@nscc.edu
OFFICE NUMBER: C-232G
OFFICE HOURS:
M 9:00 am- 3:00 pm Main Campus
T 2:00 pm- 3:00 pm Main Campus
T 4:00 pm- 6:00 pm Southeast Campus
W 9:00 am- 4:00 pm Main Campus
R 2:00 pm- 3:00 pm Main Campus

COURSE COMMUNICATION:
The instructor and class members should primarily utilize NS Online Email when communicating in this course. Check your NS Online Email everyday.

If you need to communicate immediately, call (615) 353-3423 and let it ring until it rolls over to your instructor's cell phone or send an email to: david.gerth@nscc.edu.

Response Standard for Email and Assignments
Email messages sent to your instructor Monday through noon on Friday will be answered within 24 hours. Messages sent at other times will be answered within 48 hours.

Assignments and tests will normally be graded within one week of the due date.

GETTING STARTED:
Set a bookmark in your computer’s browser for https://elearn.nscc.edu/. This is the preferred way of logging into your NS Online course. myNSCC may not be available at times during the semester. If you go to the above URL, you will most likely still be able to log into your course when the myNSCC portal is not functioning.

Your Username is your ‘A’ Number. The Password is your six-digit PIN. Contact the Help Desk at helpdesk@nscc.edu or (615) 353-3678 if you do not know your ‘A’ Number. Login
to your course will be available on the official start date of the semester for which you have registered. Check out your computer system using the System Check link on the login screen before logging into your course the first time.

Please begin your course by clicking “Content” at the top of the NS Online screen on the course homepage and completing the instructions in the “Getting Started” module.

REQUIRED TEXTBOOK:

Student Value Edition (loose-leaf) with MyLab: 9780133972894
Standalone Access Code for MyLab with eText: 9780133861006

MyManagementLab

Pearson MyManagementLab is required for this course. You have the choice (see above) of purchasing an access code to MyManagementLab that comes with the eText—or you may also add the loose-leaf Student Value Edition to this if you want a hard copy of the textbook. **Students should enter their access code (only once) and typically enter MyManagementLab from within the NS Online Content area.**

**Important Note**

- You may use the reserve copy in the library on the main campus to stay current with reading assignments if you should experience a delay purchasing a copy.

**COURSE DESCRIPTION:**

Studies basic principles of managing human resources. Topics include laws that relate to all aspects of HR function, HR 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.

**PREREQUISITES:**

The prerequisites for this course are Level 2 placement in English and Reading. If you have not met these prerequisites, please contact your instructor within the first week of the semester.
COURSE OUTCOMES:

After completing BUSN 2340, 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.

COURSE OUTLINE:

I. Managing Human Resources Today
II. Managing Equal Opportunity and Diversity
III. Human Resource Strategy and Analysis
IV. Personnel Planning, Recruitment, and Selection
V. Training and Development of Employees
VI. Performance Management and Appraisal
VII. Managing Careers
VIII. Compensation of Employees
IX. Managing Positive Employee Relations
X. Managing Labor Relations and Collective Bargaining
XI. Occupational Safety, Health, and Risk Management
GRADING CRITERIA:

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>On-Time Attendance (1 Pt/ea)</td>
<td>~25</td>
</tr>
<tr>
<td>Attend Until the End (1 Pt/ea)</td>
<td>~25</td>
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<tr>
<td>Class Presentations &amp; Activities (1 Pt/ea)</td>
<td>~25</td>
</tr>
<tr>
<td>(13) Watch It: Videos (5 Pts/ea)</td>
<td>65</td>
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<tr>
<td>(10) Try It: Simulations (12 Pts/ea)</td>
<td>120</td>
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<tr>
<td>(4) Review Tests</td>
<td>140</td>
</tr>
<tr>
<td>Mid-Term Exam (Chapters 1-7)</td>
<td>200</td>
</tr>
<tr>
<td>Final Exam (Chapters 8-14)</td>
<td>200</td>
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<tr>
<td>Final Assessment</td>
<td>200</td>
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<tr>
<td>TOTAL</td>
<td>1000</td>
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<tr>
<td>(14) Extra Credit Chapter Quizzes</td>
<td>140</td>
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FINAL POINT TOTAL:

Your instructor will carefully examine the final grade point totals and provide a curve if necessary.

GRADING SCALE (Points):

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>900-1000</td>
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<tr>
<td>B</td>
<td>800-899</td>
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<tr>
<td>C</td>
<td>700-799</td>
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<tr>
<td>D</td>
<td>600-699</td>
</tr>
<tr>
<td>F</td>
<td>0-599</td>
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INSTRUCTOR ATTENDANCE POLICY (~50 Points):

Classes will begin promptly on time. Please make arrangements to arrive on time. You may enter once the class has begun; however, your attendance will be recorded as follows:

1. If you arrive in the classroom on a non-test day within 5 minutes of the scheduled start time according to the classroom clock, you will earn 1 point.
2. If you stay in class until the class is dismissed on a non-test day, you will earn an additional 1 point.
3. The following warning applies:

WARNING: A student has violated my attendance policy in this course when the First Review Test, Second Review Test, Mid-Term Exam, or the Third Review Test is 10 weekdays past due (7 weekdays during a 10-week summer term). Violation of this attendance policy is grounds for being given a "FA" or "FN" in accordance with the NSCC Attendance Policy (see below) without additional warning.
CLASS PRESENTATIONS & ACTIVITIES (~25 Points):

Students will participate in collaborative in-class presentations and activities during the semester. Each qualifying student action will be worth 1 point.

(13) WATCH IT: VIDEOS (65 Points):

Students access videos and answer questions in the MyManagementLab module (see Assignments) found in the NS Online Content area. Thirteen of the fourteen chapters covered this semester have a video and questions to watch and answer. You should complete the video assignments after you read the corresponding chapters.

(10) TRY IT: SIMULATIONS (120 Points):

Students will find the management simulations in the MyManagementLab module (see Assignments) which is located in the NS Online Content area for the course. Ten of the fourteen chapters in the textbook have simulation assignments. You should do the simulations after reading the related chapters.

(4) REVIEW TESTS (140 Points):

The course also has four online review tests. Students may take review tests an unlimited number of times until the firm deadline. Your grade will be based on your highest score. Therefore, you should begin taking review tests well before the due dates.

Study for review tests and exams by using Study Plan found at the MyManagementLab Course Home. Study Plan is personalized for you according to your performance on assignments. The MyManagementLab Course Home link is found in the Content area in the MyManagementLab module.

Review tests are found in the MyManagementLab module (see Assignments) in the NS Online Content area.

MID-TERM AND FINAL EXAMS (400 Points)

These closed-book, closed-notes proctored exams will be administered using NS Online in a computer lab this semester. The mid-term and final exams are worth 40 percent of your final grade. The 50-question mid-term exam covers Chapters 1-7; and the 50-question final exam covers Chapters 8-14. Exam questions come from the textbook. Exams will consist of a combination of multiple choice and true/false questions. Make sure you use the Exam Study Guide found on the homepage and the PowerPoint Exam Notes found in the Content area as you prepare.

WARNING: Inasmuch as these proctored exams are closed-book and closed-notes, you should only look at the exam while testing. Please refer to the Academic Dishonesty Policy below.

You can go to the Quizzes area of the course to complete the exams by clicking on “Quizzes” under “Evaluation” at the top of the NS Online screen.
**FINAL ASSESSMENT (200 Points):**

Students may choose one of three different assessments to end the semester’s work: a Comprehensive Course Exam, Portfolio Assignment, or a Research Project. Contact your instructor well before the end of the semester informing him of your choice.

**Comprehensive Course Exam**

This exam consists of 100 multiple choice and true/false questions which correlate to the Exam Study Guide and the PowerPoint Exam Notes. The exam covers all 14 chapters covered in the course this semester. It is administered in a reserved computer lab at the same time as the final exam.

**Portfolio Assignment**

Instructions for this assignment are found in the Assignment Dropbox.

**Research Project**

A project, which allows students to explore an interesting human resource management topic of their choosing, may also be completed. Instructions for the project are found in the Assignment Dropbox. The project requires an in-class project presentation at the end of the semester.

**(14) EXTRA CREDIT CHAPTER QUIZZES (140 Points):**

One way of assessing your comprehension of course reading is by taking the chapter quiz at the end of each chapter. Chapter quizzes are found in the MyManagementLab module (see Assignments) in the NS Online Content area.

Though the optional chapter quizzes are not proctored, you should consider taking them with your textbook and notes closed. You should choose the best method for you to learn the chapter content as well as possible. You can take each quiz an unlimited number of times until the end of the semester. The highest score is your grade. After a quiz see where you are weak, and study those areas before retaking the quiz. Try to persevere until you score 80% or above on each chapter quiz.

**STUDENT RESPONSIBILITIES:**

**Preparation**

Part of doing well in this course is just participating. Once you participate you should make it count. All students are expected to study assigned materials and be able to participate in class discussions. Students are expected to complete assignments on time and to the best of his/her ability.

**Online Behavior**

Students are expected to assist in maintaining an environment that is conducive to learning and respectful of the instructor and fellow students. Please refrain from any behavior that compromises the environment in any way.
Academic Dishonesty/Honor Code

Plagiarism, cheating, and other forms of academic dishonesty are prohibited. Students guilty of academic dishonesty, either directly or indirectly through participation or assistance, are immediately responsible to the instructor of the class. In addition to other possible disciplinary sanctions, which may be imposed through the regular institutional procedures as a result of academic misconduct, the instructor has the authority to assign an "F" or a "zero" for the exercise or examination or to assign an "F" in the course.

Further, any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer’s Reference 331). Academic dishonesty may be defined as, but not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams / materials / assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors' permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other disciplinary sanctions that may be imposed 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.

College Attendance Policy

The Nashville State Community College attendance policy is found at:

http://www2.nscc.edu/gerth_d/ALL/attendance.htm

Class Misconduct and Procedures

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 sanctions.

Withdrawing From Course/College

A student must officially withdraw from a course/college. If a student quits attending class and an official withdrawal has not been processed, the student will be assigned an "FA" grade. Please refer to the most recent Nashville State catalog for information on withdrawing.
INSTRUCTIONAL ENVIRONMENT AND SUPPORT:

Counseling and Advising Center

The center provides, directly or by referral, many services potentially useful to you, including individual and group seminar assistance on study skills, test stress, test-taking techniques, etc.

Students with Disabilities (ADA Policy)

Nashville State Community College adheres to the Americans with Disabilities Act. Any student with a physical, learning, psychiatric, vision, hearing, or other disability is encouraged to contact the Student Disabilities Office at (615) 353-3721 to arrange for accommodations and support services.

This course’s course management system, NS Online (D2L), is ADA compliant:

www.desire2learn.com/products/accessibility/.

Early Warning System

Nashville State Community College has implemented an Early Warning System to notify students via email about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing, and or lack of classroom participation. Please note that Early Warning System Alerts do not affect a student’s academic standing.

INCLEMENT WEATHER POLICY:

Nashville State’s inclement weather policy is found at:

ww2.nscc.edu/gerth_d/ALL/weather.htm.

COURSE POLICY CHANGES:

Your instructor reserves the right to modify course policies during the semester. However, once the semester has begun, the instructor’s intent will be to change policies primarily to benefit students as circumstances dictate.