

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE

COURSE SYLLABUS

Course Title: Human Resource Management

Course #: BMG* 220

Course Description: An introduction to human resource management. Includes the functions of human resource management: job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. The diversity of the workforce and the legal content of employment decisions will also be studied.
Three (3) credit hours.

Prerequisites: BMG* 202 AND ENG* 101W or ENG* 101, both with a grade of **C** or better.

Goals: To introduce students to the wide range of laws, practices, theories and responsibilities of human resource management; public policy issues, management tools, and management practices that reflect the new and expanded role of human resources.

To develop the skills, knowledge, processes, techniques, methods and solutions used by human resource managers in developing human relations and company strategic plans, including (but not limited to) work force issues, employee selection procedures, compensation and benefit issues.

Outcomes: By the end of the course the student should be able to:

1. Define HR management and human capital and identify HR activities.
2. Explain the role of HRM in establishing the competitive advantage of an organization and executing its strategy.
3. Discuss HR planning and outline the HR planning process.
4. Identify and discuss the basic activities and functions of HRM to include the processes, concepts, and issues involved in recruiting, selecting, training, evaluating, compensating, and retaining people for an organization.
5. Discuss employee motivational strategies and how motivation is linked to individual performance.
6. Define and explain workflow analysis, job design, and job analysis.
7. Explain diversity management and discuss why diversity training is important.
8. Identify and discuss major federal, state, and local equal employment opportunity laws and regulations.
9. Describe how women are affected by pay, job assignments, and career issues.
10. Explain the importance of talent management and development and identify several management development methods.

11. Differentiate between organization-centered and individual-centered career planning.
12. Define benefits and describe the different types of benefits offered by employers.
13. Identify risk management and its key components.
14. Recognize the activities that constitute effective safety management programs.
15. Identify and discuss employee rights and responsibilities.
16. Review the use of employee discipline in companies and differentiate between the positive and progressive approaches to discipline.
17. Apply human resource management knowledge and skills to complete case study assignments and participate in class discussions.
18. Demonstrate the ability to communicate effectively both verbally and in writing.