Course Syllabus

Department: Department of Business

Date: January 19, 2013

I. Course Prefix and Number: BUS 224

   Course Name: Human Resource Management

   Credit Hours and Contact Hours: 3 credit hours – 3 contact hours

   Catalog Description including pre- and co-requisites: supporting data required for grade prerequisite of ‘C’ or higher.

   A detailed study of personnel practices as they relate to the behavioral science concept of the management of human resources. Topics considered are recruitment, selection and training, motivation, job analysis, salary and wages, and performance appraisal.

   Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:

   This is a required course in the Associate in Applied Science Tourism Management Degree program. It serves as a Business Elective in all Business Degree Programs and as a General Elective for all other Degree Programs

II. Course Student Learning Outcomes: State the student learning outcome(s) for the course (e.g. Student will be able to identify…)

   The student will:

   • Explain the role of Human Resource Management in all organizations
   • Discuss the various functions for which Human Resource is responsible
   • Describe the importance of Affirmative Action
   • Differentiate the legislation included in Labor Law
   • Apply course concepts to the current business environment

College Learning Outcomes Addressed by the Course: (check each College Learning Outcome addressed by the Student Learning Outcomes)

- [ ] writing
- [ ] computer literacy
- [ ] oral communications
- [ ] ethics/values
- [x] reading
- [ ] citizenship
III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed): For each identified outcome checked, please provide the specific assessment measure.

<table>
<thead>
<tr>
<th>List identified College Learning Outcomes(s)</th>
<th>Specific assessment measure(s)</th>
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<tbody>
<tr>
<td>eg: writing Reading</td>
<td>eg: student will complete a research paper</td>
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<td></td>
<td>Written assignments, tests and quizzes</td>
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<td>Reading, Writing(ability to submit and revise) Critical Thinking, Information Resources, computer literacy</td>
<td>Current Article summary report- summarizing a current HR issue and applying course concepts</td>
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<tr>
<td>Reading, Critical Thinking, Information resources</td>
<td>Current Event curator activities</td>
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IV. Instructional Materials and Methods

Types of Course Materials:
- Textbook
- Professional Association Publications
- Internet Resources
- Current Periodicals

Methods of Instruction (e.g. Lecture, Lab, Seminar ...):
- Lecture
- Written Assignments
- Case Study Analysis
- Discussions
- Internet
- Guest Speakers

V. General Outline of Topics Covered:

1. The evolution of the management of Human Resources.
2. The historical role of Human Resources function in organizations.
3. The current philosophy regarding the role of Human
Resources in organizations.

4. Employee involvement and its impact on the Human Resource

5. The current profile the American labor force.


8. The legal environment effecting Human Resources.


11. The recruitment process.

12. The selection process.

13. Performance appraisal as a process.

14. The history and development of Labor Relations.

15. Labor Law.

16. The bargaining process.

17. The role of training in employee development.