

Bergen Community College
Division of Business, Arts, & Social Sciences

BUS-208 Human Resource Management

Semester and year:
Course and Section:
Meeting Days/Times
& Room:

Instructor:
Office Location:
Office Hours:
Phone:
E-mail Address:

Course Description:

Business 208 provides an introduction to the many disciplines involved in Human Resource Management. Classes will provide exposure to many of the key elements and principles that comprise the Human Resource Department; ethics, personnel issues, hiring, termination, cooperation with the operating and staff departments, and legal implications. (3 lectures & Online,3 credits)

Student Learning Objectives:

As a result of meeting the requirements in this course, students will be able to:

1. Describe the value of staffing and related activities surrounding staffing
2. Explain the importance of development and training of employees
3. Recognize compensation programs and their value to the organizations employees
4. Explain employee rights and the laws surrounding employee relations
5. Recognize the importance of ethics in successful organizations
6. Explain benefits programs
7. Describe employee motivation concepts and contributions made to compensation

Course Content, Assessment, and Special Considerations.

Using Text, Online Video Support, Practice Quizzes, Discussion Forums, and Assessments, the student will be exposed to different techniques to master the critical concepts provided in the course. Students are expected to be proficient in using the computer and internet for research, writing reports, taking tests, and other related tasks.

Course Texts and/or Other Study Materials

Required Textbooks:

Fundamentals of Human Resource Management 6th Edition: Noe, Hollenback, Gerhart, Wright

Writing, and Critical Thinking Requirement(s)

Students will provide written reports, periodic assessments, and discussion forums to demonstrate knowledge of the key concepts involved in the course learning objectives.

Grading & Key Policies

Late Assignments: No work will be accepted after the due date. It is the responsibility of the student to make sure that time is managed so that all tasks are accomplished in a timely manner.

Missed Exams: Students will be afforded the opportunity to take a comprehensive makeup for one exam missed. No additional make-up exams will be given.

Class Policy: The outline will include a written statement regarding specific policy and explanation for online testing (if used), class behavior, attendance, and other important matters.

Typical Grade allocations: (refer to Professor for detailed explanations)

| | |
|-----------------------|------|
| Examinations – | 75% |
| Term Project– | 15% |
| Class Participation – | 10 |
| Total – | 100% |

Please review the following in your Student Handbook:

- Code of Student Conduct
- Statement on plagiarism and/or academic dishonesty.
- Sexual Harassment statement.
- Statement on acceptable use of BCC technology.
- Statement on the purpose and value of faculty office hours.

Attendance Policy

BCC Attendance Policy:

All students are expected to attend punctually every scheduled meeting of each course in which they are registered. Attendance and lateness policies and sanctions are to be determined by the instructor for each section of each course. These will be established in writing on the individual course outline. Attendance will be kept by the instructor for administrative and counseling purposes.

Student and Faculty Support Services

Students should be encouraged to make full use of the Sidney Silverman Library (in person and online at <http://www.bergen.edu/library/>), the Tutoring Center (available in person in room L-125 and online at <http://www.bergen.edu/library/learning/tutor/>), the Writing Center (available in person room L-125 and online at <http://www.bergen.edu/library/learning/write/>). The Online Writing Lab at www.bergen.edu/owl, the Smart thinking Tutorial Service at www.bergen.edu/library/learning/tutor/smart/index.asp and the Distance Learning Office for online courses (by phone at 201-612-5581, available in person at room C-3 or email at psimms@bergen.edu)

Course Outline and Calendar

Include a Course Outline and Calendar*

| Week | Date(s) | Topic/Activity | Assignments/Events |
|------|---------|--|--------------------|
| 1 | | Managing Human Resources | |
| 2 | | EEOC and Safe Working Environment | |
| 3 | | Analyzing Work and Designing Jobs | |
| 4 | | Planning and Recruiting | |
| 5 | | Matching Employees with Jobs | |
| 6 | | Training & Developing Employees | |
| 7 | | Characteristics of High Performance Organization | |
| 8 | | Managing Employee Performance | |
| 9 | | Separation and Retirement Programs | |
| 10 | | Compensation & Related Factors | |
| 11 | | Incentive Programs | |
| 12 | | Collective Bargaining | |
| 13 | | Global Considerations | |
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Students who require accommodations in accordance with the Americans with Disabilities Act (ADA) can request these services from the Office of Specialized Services. To learn more about how to apply for services, please visit them at: <http://www.bergen.edu/oss> .

Mar 2015