STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK

MASTER SYLLABUS

BSAD 310 Human Resource Management

Created by: Janice Robinson

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School of Business & Liberal Arts

Department: Business

Semester/Year: Spring 2019

A.   <u>TITLE</u>: Human Resource Management

B.   <u>COURSE NUMBER:</u> BSAD 310

C.   <u>CREDIT HOURS</u>: **3 credit hour(s) per week for 15 weeks**

D.   <u>WRITING INTENSIVE COURSE</u>: Yes ☐   No ☒

E.   <u>GER CATEGORY</u>: **None:** ☒   **Yes**

F.   <u>SEMESTER(S) OFFERED</u>: **Fall** ☐   **Spring** ☐   **Fall & Spring** ☒

G.   <u>COURSE DESCRIPTION:</u>
This course provides a foundation for the study of human capital management. Topics include job analysis and design, recruiting, training, motivating employees, performance appraisals, current doctrine on employee's rights, responsibilities, and compensation issues.

H.   <u>PRE-REQUISITES</u>: **None** ☐   **Yes** ☒   **If yes, list below:**
Introduction to Business (BSAD 100) or Business Law
I (BSAD 201) or Fundamentals of Emergency and Disaster Management (EADM 201) and completion of 45 semester credit hours or permission or instructor.

        <u>CO-REQUISITES</u>: **None** ☒   **Yes** ☐   **If yes, list below:**

I.   <u>STUDENT LEARNING OUTCOMES</u>:

By the end of this course, the student will be able to:

<u>Course Student Learning Outcome [SLO]</u>	<u>Program Student Learning Outcome [PSLO]</u>	<u>ISLO & SUBSETS</u>	
Examine trends in the labor force composition and evaluate how to strategically plan for the human resources needed to meet organizational objectives.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 3.2 Describe the external forces applicable to business operations. 8.2 Appropriately manage resources based on their recognized availability.	2 5	PS
Analyze methods for effective employee recruitment, selection, and training.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 8.2 Appropriately manage resources based on their recognized availability.	2 5	PS
Explain how legislation and labor relations practices impact human resource management functions.	2.1 Express ideas clearly, logically, and persuasively in both oral and written format. 3.2 Describe the external forces applicable to business operations.	1 5	O&W

	6.2 Apply fundamental principles of tort, contract, agency, intellectual property, and employment law in analyzing business decisions.		
Distinguish best practices to identify and manage employee performance, compensation, and benefits.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 7.2 Explain the skills necessary to influence, inspire, and motivate individuals and groups to achieve results.	2 4	PS T
Identify challenges faced by multi-national companies.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 5.1 Explain how operating in a global marketplace creates business opportunities and challenges.	2 4	PS GL
Assess the importance of embracing cultural differences and diversity within an organization.	1.2 Demonstrate the ability to identify and evaluate relevant information for decision making. 4.1 Recognize ethical and social responsibility issues in a business environment. 5.2 Explain the implications of multicultural issues related to specific business scenarios.	2 4	PS ER GL

J. **APPLIED LEARNING COMPONENT**   Yes / Research & Creative Works

K. **TEXTS:**

Educational materials will be chosen at the discretion of the instructor

L. **REFERENCES:**

PROFESSIONAL ORGANIZATIONS
Society for Human Resource Management **(SHRM)**
HR Certification Institute **(HRCI)**
Human Capital Institute **(HCI)**
World at Work
National Human Resources Association **(NHRA)**
Association for Talent Development **(ATD)**
International Foundation of Employee Benefit Plans **(IFEBP)**
Society of Corporate Compliance and Ethics **(SCCE)**

M. **EQUIPMENT: None** ☐   **Needed:** Technology enhanced classroom

N. **GRADING METHOD:** A-F

O. **SUGGESTED MEASUREMENT CRITERIA/METHODS:**

Assignments, Projects, Exams, Participation

P. **DETAILED COURSE OUTLINE:**

I Organization
    A. Structure of the HR Function
    B. Organizational Effectiveness and Development
        a. Metrics and Measurement of HR
        b. Forecasting
    C. Workforce Management
        a. Mergers and Acquisitions
        b. Outsourcing
        c. Rightsizing / Downsizing
        d. Succession Planning
    D. Employee and Labor Relations
        a. Performance Evaluations
        b. Career Planning
        c. Workplace Dispute Resolution
    E. Technology Management

II Workplace
    A. HR in the Global Context
        a. Expatriation and Repatriation
        b. PESTLE Analysis
    B. Diversity & Inclusion
    C. Risk Management
        a. Health
        b. Safety
        c. Security
    D. Corporate Social Responsibility
    E. Employment Law
        a. Affirmative Action
        b. Workers' Compensation
        c. Adverse and Disparate Impact
        d. Relevant U.S. Employment Laws

III People
    A. HR Strategic Planning
    B. Talent Acquisition
        a. Job Analysis and Job Design
    C. Employee Retention and Engagement
    D. Employee Training and Development
        a. Needs Assessment
        b. Transfer of Training
    E. Total Rewards
        a. Compensation
        b. Benefits

Q. **<u>LABORATORY OUTLINE:</u>**   NOT APPLICABLE