Rowan College
SOUTH JERSEY

Business Studies Division
1400 Tanyard Road, Sewell, NJ 08080
856-468-5000

BUS 237: Human Resource Management

Syllabus

Lecture Hours/Credits: 3/3

Catalog Description

Prerequisite: ENG 104 or RDG 099

This course is an introduction to the planning, organizing, directing, and controlling functions of the management process. Topics include formulating plans and objectives, decision making, organizational structures, authority, staffing, leadership, motivation, and communication.

Textbook and Course Materials

It is the responsibility of the student to confirm with the bookstore and/or their instructor the textbook, handbook, and any other materials required for their specific course and section.

Click here to see current textbook prices at rcgc.bncollege.com.

Evaluation Assessment
Online Proctoring

All courses offered at RCSJ, whether they are web-enhanced, hybrid, or fully online, may include assessments that make use of Online Proctoring. To find out more about Online Proctoring, and to learn about the minimum technical requirements, visit rcsj.edu/elearning/online-proctoring.

Grading Distribution

Grading to be determined by individual instructors.

Individual instructors may include the following assessment(s):

- Exams
- Quizzes
- Terms Identification
- Essays
- Presentations
- Group Discussions
- Attendance and Participation

Grading

The grading scale for each course and section will be determined by the instructor and distributed the first day of class.

Rowan College of South Jersey Core Competencies

(Based on the NJCCC General Education Foundation - August 15, 2007; Revised 2011; Adopted 2014)

This comprehensive list reflects the core competencies that are essential for all RCSJ graduates; however, each program varies regarding competencies required for a specific degree. Critical thinking is embedded in all courses, while teamwork and personal skills are embedded in many courses.

1. **Written and Oral Communication**: Students will communicate effectively in both speech and writing.
2. **Quantitative Knowledge and Skills:** Students will use appropriate mathematical and statistical concepts and operations to interpret data and to solve problems
3. **Scientific Knowledge and Reasoning:** Students will use the scientific method of inquiry, through the acquisition of scientific knowledge.
4. **Technological Competency:** Students will use computer systems or other appropriate forms of technology to achieve educational and personal goals
5. **Society and Human Behavior:** Students will use social science theories and concepts to analyze human behavior and social and political institutions and to act as responsible citizens.
6. **Humanistic Perspective:** Students will analyze works in the fields of art, history, music, or theater; literature; philosophy and/or religious studies; and/or will gain competence in the use of a foreign language
7. **Historical Perspective:** Students will understand historical events and movements in World, Western, non-Western or American societies and assess their subsequent significance.
8. **Global and Cultural Awareness:** Students will understand the importance of a global perspective and culturally diverse peoples.
9. **Ethical Reasoning and Action:** Students will understand ethical issues and situations.
10. **Information Literacy:** Students will address an information need by locating, evaluating, and effectively using information.

BUS 237 Core Competencies

This course focuses on three of RCSJ's Core Competencies:

- Society and Human Behavior
- Global and Cultural Awareness
- Ethical Reasoning and Action

Student Learning Outcomes: Human Resource Management

Successful completion of BUS 237 will help students:	RCSJ Core Competencies	Evaluation / Assessment (Additional means of evaluation may be included by individual instructors)
Explain what human resource management is and how it relates to the management process.	Society and Human Behavior Global and Cultural Awareness Ethical Reasoning and Action	Exams, Quizzes, Class Discussions, Written Assignments, Attendance and Participation
Provide examples to demonstrate why human resource management is important to all managers.	Society and Human Behavior Global and Cultural Awareness Ethical Reasoning and Action	Exams, Quizzes, Class Discussions, Written Assignments, Attendance and Participation
Identify the most important EEO Laws and apply their protections to specific case situations.	Society and Human Behavior Global and Cultural Awareness Ethical Reasoning and Action	Exams, Quizzes, Class Discussions, Written Assignments, Attendance and Participation
Cite specific discriminatory human resource management practices in each segment aspect of the recruitment and employment process.	Global and Cultural Awareness Ethical Reasoning and Action	Exams, Quizzes, Class Discussions, Written Assignments, Attendance and Participation
Cite the 5 main responsibilities of a human resource manager and explain the relevance of those functions to the day to day responsibilities of a manager.	Global and Cultural Awareness Ethical Reasoning and Action	Exams, Quizzes, Class Discussions, Written Assignments, Attendance and Participation
Define the challenges of and strategies for managing a human resource function in a global environment.		

Topic Outlines

- Provide examples to demonstrate why human resource management is important to all managers.
- Illustrate the human resources responsibilities of line and staff (HR) managers.
- List the important trends influencing human resource management today.
- List and briefly describe important traits of today's human resource managers.
- Equal Employment Opportunity:
  - Identify the most important EEO Laws, including Title VII of the 1964 Civil Rights Act, and apply their protections to specific case situations.
  - Explain how to avoid and deal with accusations of sexual harassment at work.
  - Define adverse impact and provide examples as to how it is proven.
  - Explain and illustrate two defenses you can use in the event of discriminatory practice allegations.
  - Cite specific discriminatory personnel management practices in recruitment, selection, promotion, transfer, layoffs, and benefits.
- Job Analysis and the Talent Management Process
  - Explain why talent management is important.
  - Describe the purpose of job analysis - including what it is and how it's used.
  - Demonstrate at least three methods of collecting job analysis information, including interviews, questionnaires, and observation.
  - Write a job description, including a summary and job functions, using the Internet and traditional methods.
  - Write a job specification.
  - Explain competency-based job analysis, including what it means and how it's done in practice.
- Personnel Planning and Recruitment:
  - List the steps in the recruitment and selection process.
  - Explain the main techniques used in employment planning and forecasting.
  - Explain and give examples for the need for effective recruiting.
  - Name and describe the main internal sources of candidates.
  - List and discuss the main outside sources of candidates.
  - Develop a help wanted ad.
  - Explain how to recruit a more diverse workforce.
- Interviewing:
  - List the main types of selection interviews.
  - List and explain the types of errors that can undermine an interview's usefulness.
  - Define a structured situational interview.
  - Prepare a set of legally defensible set of interview questions.
  - Conduct a legally defensible interview.
- Training and Developing Employees:
  - Explain the purpose and process of employee orientation.
  - List and briefly explain each of the four steps in the training process.
  - Describe and illustrate how you would identify training requirements.
  - Explain how to distinguish between problems you can fix with training and those you can't.
  - Propose techniques for motivating trainees.
  - Explain how to use five training techniques.
  - List and briefly discuss four management development programs.
  - List and briefly discuss the importance of the eight steps in leading organizational change.

- o Answer the question, "What is organizational development and how does it differ from traditional approaches to organizational change?"
- Performance Management and Appraisal:
  - o Define performance management and describe how it differs from performance appraisal.
  - o Describe the appraisal process.
  - o Set effective performance appraisal standards.
  - o Develop, evaluate, and administer at least four performance appraisal tools.
  - o Explain and illustrate the problems to avoid in appraising performance.
  - o Discuss the pros and cons of using different raters to appraise a person's performance.
  - o Perform an effective appraisal interview.
- Pay for Performance and Financial Incentives
  - o Benefits and Services
  - o Apply five motivation theories in formulating an incentive plan.
  - o List the main incentives for individual employees.
  - o Describe the main incentives for managers and executives.
  - o Propose an effective incentive plan, demonstrating required steps.
  - o Name and define each of the main pay for time not worked benefits.
  - o Propose a benefits package including insurance, retirement and services.
- Ethics and Employee Rights and Discipline
  - o Explain what is meant by ethical behavior at work.
  - o Discuss important factors that shape ethical behavior at work.
  - o Describe at least four specific ways in which HR management can influence ethical behavior at work.
  - o List at least four important factors in managing dismissals effectively.
- Employee Safety and Health
  - o Explain OSHA.
  - o Answer the question, "What causes accidents?"
  - o List and explain five ways to prevent accidents.
  - o List five workplace health hazards and how to deal with them.
  - o Explain how to set up a basic security program.
- Managing Global Human Resources
  - o Cite the HR challenges of international business.
  - o Illustrate with examples how inter-country differences affect HRM.
  - o Describe the main methods for staffing global organizations.
  - o Explain with examples how to implement a global human resource management program.

Affirmative Action Statement

The Board of Trustees is committed to providing a work and academic environment that maintains and promotes affirmative action and equal opportunity for all employees and students without discrimination on the basis of certain enumerated and protected categories. These categories are race, creed (religion), color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, domestic partnership or civil union status, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, or mental or physical disability, including AIDS and HIV related illnesses.

For questions concerning discrimination, contact Almarie J. Jones, Special Assistant to the President, Diversity and Equity/Title IX and Compliance, 856-415-2154 or ajones@rcsj.edu or (Cumberland) Nathaniel Alridge, Jr., JD, Director, Diversity and Equity/Title IX and Judicial Affairs, 856-691-8600, ext. 1414 or nalridge@rcsj.edu. For disability issues or any barriers in the learning or physical environment related to a document condition/disability please contact: Gloucester campus – Dennis M. Cook, Director, Department of Special Services, ADAAA/504 Officer at 856-415-2265 or dcook@rcsj.edu; or Cumberland Campus – Meredith Vicente, Senior Director, Physical & Learning Disabilities, Center for Academic & Student Success (CASS) at 856-691-6900 ext. 1282 or mvicent1@rcsj.edu

Department of Special Services

The Department of Special Services, located in the Enrollment and Student Services building, within the Testing Center, welcomes students of all abilities. The staff members in Special Services are committed to providing support services and ensuring equal access to eligible students with documented conditions/disabilities as outlined by the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act with Amendments Act (ADAAA). For more information, please visit our website-Department of Special Services or call 856-691-8600 x1445 or x1487.

Reporting Allegations of Sexual Assault Resource Referrals *(8/2020)*
Cumberland Campus

There are multiple safe places for students to report allegations of sexual assault, both on and off campus. Reports of sexual assault can be made to any of the following offices listed in the chart below.

All students are encouraged to report alleged crimes on campus. Employees <u>must</u> report crimes that pose an immediate threat to the campus to the Security Office, the local Police Department or the Sheriff's Office.

Service	Resource	Phone Number/Location/Website
Non-Confidential Reporting Law Enforcement	Vineland Police Dept. Millville Police Department Cumberland Co. Sheriff's Office Cumberland County Emergency Services Cumberland Campus Security 856-200-4706 (Direct)	856-691-4111 856-825-7010 856-451-4449 9-1-1 Andres Lopez, Director Safety and Security 856-691-8600, ext. 1777
Non-Confidential On-Campus Reporting Support Services	Almarie J. Jones Special Assistant to the President Diversity and Equity, Title IX and Compliance Nathaniel Alridge, Jr., JD, Director Diversity and Equity, Title IX and Judicial Affairs Kellie W. Slade Executive Director Student Services, Student Life	856-415-2154 College Center, room116 ajones@rcsj.edu 856-200-4712 nalridge@rcsj.edu Academic Building, 2nd floor 856-200-4615 kslade@rcsj.edu Student Life Building (near gym)
Confidential On-Campus Counseling and Support Services	Heather Bense, LCSW, ACS Director ———— John Wojtowicz, LSW, VACW Mental Health Counselor **Student Counseling and Wellness Center**	856-200-4759 hbense@rcsj.edu Academic Building downstairs ———————— 856-200-4760 jwojtowicz@rcsj.edu **Academic Building – 1st floor**
Confidential Off-Campus Full-Service Support	**Center for Family Services – Services Empowering Rights of Victims (SERV)**	24/7 Hotlines **Cumberland Co. – 1-800-225-0196** Camden & Glo. Co. 1-866-295-7378 **centerffs.org/serv**
Sexual Assault Nurse Examiner on Site	**Inspira Medical Center Vineland**	**1505 W. Sherman Ave., Vineland, NJ 856-641-8000**