COLLEGEWIDE COURSE OUTLINE OF RECORD

BUS 202, HUMAN RESOURCE MANAGEMENT

COURSE TITLE: Human Resource Management
COURSE NUMBER: BUS 202
PREREQUISITES: BUS 105 Principles of Management.
SCHOOL: Business, Logistics, and Supply Chain
PROGRAM: Business Administration
CREDIT HOURS: 3
CONTACT HOURS: Lecture: 3
DATE OF LAST REVISION: Fall, 2014
EFFECTIVE DATE OF THIS REVISION: Fall, 2019

CATALOG DESCRIPTION: Focuses on the activities of human resource management, with emphasis on employer-employee relations, job analysis and evaluation, salary administration, work measurement and standards, performance appraisal and legal compliance.

MAJOR COURSE LEARNING OBJECTIVES: Upon successful completion of this course the student will be expected to:

1. Define the human resource management functions and how they contribute to achievement of organizational objectives.
2. Discuss how the changing global environment and multicultural society affect human resource management.
3. Examine job analysis methods.
4. Describe the staffing process.
5. Identify the different approaches to performance appraisals.
6. Explain the components of motivation and communication and their effect on the work environment.
7. Analyze the objectives and policies of an organization’s total compensation program.
8. Explain the use of audit findings to improve human resource management.
9. Discuss cultural differences as they relate to human resources management.
10. Analyze the legal environment as it relates to human resource management.
11. Identify the different roles that labor unions play in domestic and international business organizations.

COURSE CONTENT: Topical areas of study include –

Performance appraisal
Employment law
Employee benefits
Selection
Safety and health
Labor relations

Equal Employment Opportunity
Human resource planning and recruitment
Training and development
Employee rights and discipline
Compensation management
Job analysis and design

Ivy Tech Community College
Academic Affairs
HOW TO ACCESS THE IVY TECH COMMUNITY COLLEGE LIBRARY:

The Ivy Tech Library is available to students on- and off-campus, offering full text journals and books and other resources essential for course assignments. Go to http://www.ivytech.edu/library/ and choose the link for your campus.

ATTENDANCE STATEMENT:

Students are expected to attend and participate regularly in class meetings, online learning activities and other activities assigned as a part of a course of instruction. Faculty are required to report student participation in compliance with institutional policies and federal financial aid guidelines. Faculty and staff shall be sensitive to students’ religious beliefs and observances, including an expectation that instructors make reasonable arrangements when a student must miss an exam or other academic exercise due to their religious observance. When notified in advance, and when possible, faculty will make allowances for students to make up missed work.

ACADEMIC HONESTY STATEMENT:

The College is committed to academic integrity in all its practices. The faculty value intellectual integrity and a high standard of academic conduct. Activities that violate academic integrity undermine the quality and diminish the value of educational achievement.

Cheating on papers, tests or other academic works is a violation of College rules. No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism or other forms of academic dishonesty such as the acquisition without permission of tests or other academic materials and/or distribution of these materials and other academic work. This includes students who aid and abet as well as those who attempt such behavior.

COPYRIGHT STATEMENT:

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ADA STATEMENT:

Ivy Tech Community College seeks to provide reasonable accommodations for qualified individuals with documented disabilities. If you need an accommodation because of a documented disability, please contact the Office of Disability Support Services.
If you will require assistance during an emergency evacuation, notify your instructor immediately. Look for evacuation procedures posted in your classroom.

Title IX STATEMENT:

Ivy Tech Community College is committed to providing all members of the College community with a learning and work environment free from sexual harassment and assault. Ivy Tech students have options for getting help if they have experienced sexual assault, relationship violence, sexual harassment or stalking. This information can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html.

If students write or speak about having survived sexual violence, including rape, sexual assault, dating violence, domestic violence, or stalking, federal law and Ivy Tech policies require that instructors share this information with the Campus Title IX Coordinator. The Campus Title IX Coordinator will contact students to let them know about accommodations and support services at the College and in the community as well as options for holding accountable the person who harmed them. When contacted, students are not required to speak with the Campus Title IX Coordinator.

If students do not want the Title IX Coordinator notified, instead of disclosing this information to their instructor, students can speak confidentially with certain individuals at the College or in the community. A list of these individuals can be found at https://www.ivytech.edu/prevent-sexual-violence/index.html under Confidential Employees and/or Community Resources.