

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE**COURSE SYLLABUS****Course Title:** Human Resource Management**Course #:** BMG* 220**Course Description:** An introduction to human resource management. Includes the functions of human resource management: job analysis and planning, recruiting, staffing, orientation and training, performance appraisal, career planning, compensating, and motivating. The diversity of the workforce and the legal content of employment decisions will also be studied.

Three (3) credit hours.

Prerequisite: BMG* 202 with a grade of **C-** or better.**Goals:** To introduce students to the wide range of laws, practices, theories and responsibilities of human resource management; public policy issues, management tools, and management practices that reflect the new and expanded role of human resources.

To develop the skills, knowledge, processes, techniques, methods and solutions used by human resource managers in developing human relations and company strategic plans, including (but not limited to) work force issues, employee selection procedures, compensation and benefit issues.

Outcomes: By the end of the course the student should be able to:

1. Define HR management and human capital and identify HR activities.
2. Explain the role of HRM in establishing the competitive advantage of an organization and executing its strategy.
3. Discuss HR planning and outline the HR planning process.
4. Identify and discuss the basic activities and functions of HRM to include the processes, concepts, and issues involved in recruiting, selecting, training, evaluating, compensating, and retaining people for an organization.
5. Discuss employee motivational strategies and how motivation is linked to individual performance.
6. Define and explain workflow analysis, job design, and job analysis.
7. Explain diversity management and discuss why diversity training is important.
8. Identify and discuss major federal, state, and local equal employment opportunity laws and regulations.
9. Describe how women are affected by pay, job assignments, and career issues.
10. Explain the importance of talent management and development and identify several management development methods.
11. Differentiate between organization-centered and individual-centered career planning.
12. Define benefits and describe the different types of benefits offered by employers.

13. Identify risk management and its key components.
14. Recognize the activities that constitute effective safety management programs.
15. Identify and discuss employee rights and responsibilities.
16. Review the use of employee discipline in companies and differentiate between the positive and progressive approaches to discipline.
17. Apply human resource management knowledge and skills to complete case study assignments and participate in class discussions.
18. Demonstrate the ability to communicate effectively both verbally and in writing.

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanctions ranging from failure of the assignment (receiving a zero), failing the course, being removed/expelled from the program and/or the College. Please refer to your “Student Handbook” under “Policy on Student Rights,” the Section entitled “Student Discipline,” or the College catalog for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Dr. Christine Woodcock, the Counselor for Students with Disabilities. She is located at Green Woods Hall, in the Center for Student Development. Her phone number is 860-738-6318 and her email is cwoodcock@nwcc.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio and television stations and posted on the College’s website at www.nwcc.edu. Students may also call the College directly at **(860) 738-6464** to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Use of Electronic Devices: Some course content as presented in Blackboard Learn is not fully supported on mobile devices at this time. While mobile devices provide convenient access to check in and read information about your courses, they should not be used to perform work such as taking tests, quizzes, completing assignments, or submitting substantive discussion posts.

Sexual Assault and Intimate Partner Violence Resource Team: NCCC is committed to creating a community that is safe and supportive of people of all gender and sexual identities. This pertains to the entire campus community, whether on ground or virtual, students, faculty, or staff.

Sexual assault and intimate partner violence is an affront to our national conscience, and one we cannot ignore. It is our hope that no one within our campus community will become a victim of these crimes. However, if it occurs, NCCC has created the SART Team - Sexual Assault and Intimate Partner Violence Resource Team - to meet the victim’s needs.

SART is a campus and community based team that is fully trained to provide trauma-informed compassionate service and referrals for comprehensive care. The team works in partnership with The Susan B. Anthony Project to extend services 24 hours a day, 7 days a week throughout the year.

The NCCC team members are:

Ruth Gonzalez, Ph.D.	860-738-6315	Green Woods Hall Room 207
Susan Berg	860-738-6342	Green Woods Hall Room 223
Kathleen Chapman	860-738-6344	Green Woods Hall Room 110
Michael Emanuel	860-738-6389	Founders Hall Annex Room 308
Seth Kershner	860-738-6481	Library
Jane O'Grady	860-738-6393	Founders Hall Annex Room 212
Robin Orloski	860-738-6416	Business Office Room 201
Patricia Bouffard, Ex-Officio	860-738-6319	Founders Hall Room 103
Savannah Schmitt		Student Representative

At NCCC we care about our students, staff and faculty and their well-being. It is our intention to facilitate the resources needed to help achieve both physical and emotional health.