

COURSE TITLE AND NUMBER: Human Resource Management B 201

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS: 2001-2003

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DIVISION/AREA: Business and Technology

DEPARTMENT:

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DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

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DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

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TOTAL HOURS OF INSTRUCTION: 3    LECTURE: 3    LAB: 0    TOTAL CONTACT HOURS: 52.8

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COURSE NUMBER: B 201

CREDIT HOURS: 3

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COURSE TITLE: Human Resource Management

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TRANSFERABLE    YES:            NO: XX            TO:

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PREREQUISITE(S)/COREQUISITE(S)/ADVISORY: None

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## CATALOG DESCRIPTION:

A course that focuses on the effective use of people at work. Classes examine what can be done to make people more productive and satisfied within organizations. Topics include such activities as job analysis, employee planning, recruitment, selection and orientation, performance evaluation, compensation and benefits, safety and health, labor relations, discipline, and equal opportunity. Consideration is given to both union and non-union organizations. Human relations aspects are emphasized and many legal issues are examined. Classes consist of lectures, discussions, case studies and group presentations.

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## GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
  - Write and speak effectively
  - Independently acquire knowledge
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## COURSE OBJECTIVES &amp; OUTCOMES:

Upon successful completion of this course, the student will be able to:

- A. Demonstrate a basic knowledge of the personnel/human resource function within various types of organizations;

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- B. Provide guidance to line managers regarding the legality of personnel systems and actions, with an emphasis on potential litigation;
- C. Explain the importance of the various personnel systems in maintaining a productive work force (e.g., selection, performance evaluation, training and development, compensation, and employee relations);
- D. Identify current and future trends in personnel/human resource management.

METHODS OF INSTRUCTION:

Lecture combined with extensive class discussion. Case studies are presented in class. Homework assignments include questions from the book and research papers.

METHODS OF EVALUATION:

Examinations	60%
Group Presentations	20%
Class Participation	10%
Attendance	10%

REQUIRED TEXTS: Human Resource Management, Byars and Rue, Irwin, Sixth Edition, 2000.

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

	<b>Week</b>	<b>Material</b>
1		Chapter 1
2		Chapters 3 & 4
3		Chapter 5
4		Chapters 6 & 7
5		Chapter 8

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6	Chapter 9
7	Chapter 12
8	Mid-Semester Examination
9	Chapter 13
10	Chapter 14
11	Chapter 15
12	Chapters 17
13	Chapter 18
14	Chapters 19 & 2
15	Chapters 16 & 20
16	Final Examination

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_