

JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Human Resource Management

Course Abbreviation and Number: BUS 2630

Credit Hours: 3

Course Type: Lecture

Course Description: Students will learn the basic functions of human resource management in organizations. Topics include organization of jobs, employment, training, labor relations, compensation, appraisal, and benefits.

Prerequisite/Corequisite: ENG 1510 without supports or Corequisite: ENG 1510 with supports.

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Demonstrate knowledges of:
 - a) Equal Opportunity Employment
 - b) Compliance Job Analysis
 - c) HR Planning
 - d) Employee Recruitment
 - e) Selection
 - f) Motivation and Orientation
 - g) Performance Evaluation and Compensation
 - h) Training and Development
 - i) Labor Relations
 - j) Safety, Health and Wellness
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Topics Covered:

- Resource Management (HRM)
 - Equal Opportunity Employment: Legal Aspects of HRM
 - Global HRM
 - HR Planning and Alignment
 - Job Analysis and Design
 - Recruitment
 - Selection
 - Performance Evaluation and Management
 - Compensation Overview
 - Compensation: Methods and Policies
 - Employee Benefits and Services
 - Training and Development
 - Career Planning and Development
 - Labor Relations and Collective Bargaining
 - Managing Employee Discipline
 - Promoting Safety and Health
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Information for Students

- Expectations of Students
 - [Civility Statement](#)
 - [Student Responsibility Statement](#)
 - [Academic Integrity Statement](#)
 - [Accessibility Services](#)

Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
 - [Get Help: JCC & Community Resources](#)
 - [Emergency Closing Procedures](#)
 - Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
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 - Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.
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Effective Date: Fall 2024