

## **NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY BUS 205 - HUMAN RESOURCE MANAGEMENT (3 CR.)**

### **Course Description**

Introduces employment, selection, and placement of personnel, forecasting, job analysis, job descriptions, training methods and programs, employee evaluation systems, compensation, benefits, and labor relations. Lecture 3 hours per week.

### **General Course Purpose**

This is a one semester course in Human Resource Management designed to provide the student with the basic concepts, principles, and practices involved in the management of human resources. This approach considers the advancements made in the field through research and development, the impact of technological and social progress together with the influences of the changing economic environment and governmental legislation on the management of human resources and the environment in which people work. Attention is directed toward the increasing social responsibilities of business and how these obligations are met in the human resource programs. Recognition is given to the importance of designing jobs to better meet human needs and abilities. The course is focused on the human resource management process as it relates to the procurement, development and maintenance of human resources involving recruitment, selection, training, motivation and remuneration of employees. The relationship between management and unions receives attention as an integral part of human resource management. The course gives attention to the role of the human resource department in administering the human resource program and equally emphasizes the role of supervisors, managers, and their superiors in the management of human resources in accordance with the objectives and policies of the organizational human resource program.

### **Course Prerequisites/Corequisites**

An ability to read, analyze, and comprehend material at a college level. An ability to write and present ideas using standard English.

### **Course Objectives**

Upon completion of the course, the student should be able to:

- Describe a human resource manager's work
- Examine the potential of a career in human resource management
- Relate human resource management and the human resource function to the organization as a whole
- Identify the environmental forces that affect human resource management and the total organization, and specifically the government, unions, technology resources and changes within the work force
- Relate the need for meeting staffing requirements to human resource recruiting, selection, training, and management development in terms of organizational objectives
- Develop an understanding of motivation and leadership in the work situation, designing wage and salary systems, economic supplements, health and safety programs, and executive compensation
- Develop a background needed to provide guidance and direction in the application of the human resource management function including communication, performance evaluation, collective bargaining, discipline, and career planning

### **Major Topics to be Covered**

- Recruiting and selection of employees

- Job analysis and job descriptions
- Wage and salary administration
- Role of benefits in today's workplace
- Performance appraisal
- Organizational change, training and development
- Organizational safety and health
- The labor Movement - its history and legal environment
- Collective bargaining
- Career Management
- Discipline and counseling
- Productivity and human resource research
- The role of legislation and regulation in EEO, safety and health, labor and wage and salary administration

#### **OPTIONAL TOPICS**

- Expansion of human resource management knowledge and skills to problem solving situations
- Developing in the student an analytic ability in relation to human resource management
- Developing a conceptual view point for the human resource manager or supervisor