

Syllabus

Course Code: BUSI 231

Title: Human Resources Management

Institute: Business and Social Science

Department: Business

Course Description: Students will recognize the basic terminology and concepts of Human Resource Management. They will identify the functional areas of HRM, including job analysis, recruitment, selection, orientation, training, performance appraisal, benefits, labor relations, employee health and safety, and diversity management. Students will identify the significant elements of a Human Resources manual, perform a job analysis, and construct a job description and job specification. Students will utilize essential computer software and the internet to manage their course projects. They will practice the communication skills necessary to perform Human Resource Management functions.

Prerequisites: BUSI 105 (Introduction to Business) or permission of instructor or HOSP 105 Introduction to Hospitality Management for Hospitality Management AS majors only.

Corequisites: None

Credits: 3

Lecture Hours: 3

Lab/Studio Hours: 0

Required Textbook/Materials:

Title: Human Resource Management (Connect Access Card)

Author: Noe, Hollenbeck, et.al

Publisher: McGraw Hill, 13th Edition

Additional Time Requirements: For information on Brookdale's policy on credit hour requirements and outside-class student work, please refer to the [Academic Credit Hour Policy](#).

Additional Support/Labs:

See <https://www.brookdalecc.edu/academic-tutoring/>

Course Learning Outcomes:

Upon completion of this course, students will be able to:

- Identify the significant concepts and related terminology of the functional areas of Human Resource Management.
- Demonstrate an understanding of the strategic advantage achieved by developing and implementing various Human Resource Management activities.
- Have the ability to formulate the learned HRM theories into practical applications.
- Synthesize this information to analyze, identify solutions, and make logical decisions

- when solving business case studies as related to HR practices.
- Communicate their understanding of the subject matter through written and spoken form.
- Develop practical team/interpersonal skills.

Department Policies:

TESTING:

Exams and quizzes will be administered online and are tightly timed with randomized questions and answers. The Business Management Department has a NO RETEST POLICY. However, a student may make up one missed test if the instructor approves it. Attendance is required on the testing dates or at your instructor's discretion. A "0" will be recorded for tests missed on a testing day. An approved make-up test, if granted, is generally taken in the Testing Center with written permission from your instructor and may have a ten-point reduction at the instructor's discretion. Only one late excuse will be permitted per semester. The test must be taken no later than the time specified by the Instructor.

ATTENDANCE:

If a student accumulates more than three (3) absences, a student's final grade will be lowered by one grade level.

ACADEMIC INTEGRITY:

Any incidence of cheating will be fully processed following Brookdale Community College [Regulation 6.3000R Academic Integrity Code Regulation](#) as found in the student handbook.

BROOKDALE EMAIL/CANVAS LMS:

Students must check their e-mail at least (3) times per week for communication from their instructor. The syllabus is subject to change per the instructor's rights. These changes will/may be communicated to you via e-mail or a Canvas announcement.

WIRELESS PHONE, TABLET, LAPTOP, OR OTHER ELECTRONICS USAGE:

Cell phones must be turned off or placed in a "silent" mode. Cell phone usage during the lecture, including conversations and text messaging, is strictly prohibited. The student must leave the lecture if an emergency call or text is received. Portable computers may be utilized for notes and academics. Prohibited activities include emailing, shopping, instant messaging, web surfing, and social networking. Remediation may include being asked to leave the lecture or surrendering your device to a table or desk without access.

Grading Standard:**Unit Examinations (50%):**

- Exams combine multiple-choice, true/false, short answers, and fill-in-the-blank (all or some formats may apply).

Term Project (25%):

- May consist of a scholarly report/paper using APA formatting and citations, demonstrating mastery of the course content. The term project will develop research and analytical skills as students investigate and draw conclusions regarding complex human resource management situations utilizing various theoretical models.

Other Assignments (25%):

- Will consist of case studies, group projects, online quizzes/assignments, and additional assignments designated by your instructor. Case studies will develop students' research and analytical skills as they investigate and draw conclusions regarding complex human resource management situations, comparing them with various theoretical models.

Grades will be assigned as follows:

93 – 100% = A
90 – 92% = A
87 – 89% = B+
83 – 86% = B
80 – 82% = B
76 – 79% = C+
70 – 75% = C
65 – 69% = D
64 – below = F

Requirements for a Grade of Incomplete:

- If you have completed 70% of your course requirements, you may be eligible for a grade of incomplete.
- Refer to the incomplete contract for specifics.
- You must obtain an incomplete application form and submit it to your course instructor for their approval on/or before the last class meeting date.

See Instructor's Addendum for specifics and deadline dates for tests, assignments, homework, case studies, quizzes, online assignments, and projects. All missed tests, assignments, and projects earn a grade of zero. Final grades will be computed by their respective weights.

College Policies:

As an academic institution, Brookdale facilitates the free exchange of ideas, upholds the virtues of civil discourse, and honors diverse perspectives informed by credible sources. Our College values all students and strives for inclusion and safety regardless of a student's disability, age, sex, gender identity, sexual orientation, race, ethnicity, country of origin, immigration status, religious affiliation, political orientation, socioeconomic standing, and veteran status. For additional information, support services, and engagement opportunities, please visit www.brookdalecc.edu/support.

For information regarding:

- Academic Integrity Code
- Student Conduct Code
- Student Grade Appeal Process

Please refer to the [student handbook](#) and [catalog](#).

Notification for Students with Disabilities:

Brookdale Community College offers reasonable accommodations and/or services to persons with disabilities. Students with disabilities who wish to self-identify must contact the Accessibility Services Office at 732-224-2730 (voice) or 732-842-4211 (TTY) to provide appropriate documentation of the disability and request specific accommodations or services. If a student qualifies, reasonable accommodations and/or services, which are appropriate for the college level and are recommended in the documentation, can be approved.

Mental Health:

24/7/365 Resources:

Monmouth Medical Center Psychiatric Emergency Services at **(732) 923-6999**

2nd Floor Youth Helpline – Available to talk with you about any problem, distress, or hardship you are experiencing. Call or text at **888-222-2228** or visit the website at <https://www.2ndfloor.org/>

Faculty Counselors:

Students who need to make an appointment with a faculty counselor can do so by calling 732- 224-1822 (non-emergency line) during business hours. Faculty counselors are licensed mental health professionals who can assist students and refer them to other mental health resources.

Diversity Statement

Brookdale Community College fosters an environment of inclusion and belonging. We promote a safe and open culture, encourage dialogue respecting diverse perspectives informed by credible sources, and uphold the virtues of civil discourse. We celebrate all identities with the understanding that ultimately, diversity, equity, and inclusion cultivate belonging and make us a stronger Brookdale community.

**The syllabus is intended to give student guidance in what may be covered during the semester and will be followed as closely as possible. However, the faculty member reserves the right to modify, supplement, and make changes as the need arise.*