

Louisiana Delta Community College

Academic Affairs Master Syllabus

Course Name: Human Resource Management

Course Number: BUSN 131

Lecture hours: 3 **Lab Hours:** 0 **Credit Hours:** 3

Textbook, Author, and Publisher: To be provided by College Campus

Instructor Information: To be provided by College Campus

Class Location: To be provided by College Campus

Course Description:

The student is introduced to the basic methods of recruiting, selecting, training, compensating, and maintaining a productive workforce. Concepts of effective employee relations including collective bargaining, contract administration, and safety and health programs are introduced. Techniques for systematic human resource planning and development of policies consistent with government regulations are emphasized.

Prerequisites: None

Co-requisites: None

Learning Outcomes:

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

1. Describe the human resource manager's activities in carrying out the staffing function and each manager's responsibilities in regard to human resource management;
2. Evaluate human resource planning methods and sources of job candidates;
3. Conduct interviews and utilize a variety of selection techniques;
4. Differentiate among job analysis, descriptions, and specifications;
5. Describe how financial and non-financial incentives can be used to influence the employee and increase productivity.
6. List and define the components of performance appraisals
7. Describe the collective bargaining, grievance and arbitration processes

Assessment Measures: To be provided by College Campus

Library Resource Center:

The Delta Library and Learning Resource Center is committed to providing quality information and learning resources and services, including technology, in supporting the overall mission of Delta Community College and its commitment to lifelong learning.

Special Accommodations:

Louisiana Delta Community College complies with Section 504 of the Rehabilitation Act, as well as the Americans with Disabilities Act. Students with disabilities who attend the Monroe campus may make a request by contacting the Director of Counseling and Disability Services (See College Directory for contact information.) at the beginning of each semester. Reasonable accommodations will be attempted for students with documented disabilities. If an impairment is identified later in the semester, a non-retroactive accommodation plan will be developed. Students at satellite campuses should contact the Coordinator of Student Affairs at their particular campus.

Title IX:

Louisiana Delta Community College is committed to protecting the rights of students, which includes compliance with Title IX requirements. As such, the institution and members of our community will not tolerate the offenses of dating violence, domestic violence, sexual assault, and stalking. Students with Title IX concerns should contact the College's Title IX Coordinator (See College Directory for contact information.) Students are required to complete Sexual Assault Awareness and Prevention Online Training. Access to this online course will be sent out through the Delta email account.

Student Code of Conduct:

Louisiana Delta Community College encourages an environment of academic integrity and mutual respect. Students should read and follow both academic and behavioral expectations identified in the Code of Student Conduct that can be found online at www.ladelta.edu. Students are expected to act with integrity, respect the rights of others, and conduct themselves in a professional manner. The Honor Code prohibits academic misconduct such as cheating, engaging in unauthorized collaboration, and plagiarism. Violations of the Code of Student Conduct may result in disciplinary action as provided in the Code. Incidents are reported through the online Student Conduct system.