



# MASTER SYLLABUS

Administrative Unit: Criminal Justice Administration & Social Work Department  
 Course Prefix and Number: MSCJ 526  
 Course Title: Human Resource Management and Theory

**Digital Descriptions:**

STUDENT DESCRIPTION			PAY-HOUR DESCRIPTION		
# Cr Hrs	# Lec Hrs	# Lab Hrs	Total #	= Lec Hrs	+ Lab Hrs
3	3	0	3	= 3	+ 0
			X 2/3		

**Catalog Description:** This course examines the organizational human resource function and contemporary techniques for managing human resources. Discussions focus on work force diversity, managing change, staffing, training and development, compensation and benefits, EEO and other human resource and labor legislation, and labor relations. Cross-listed with BUSI 526.

**Prerequisites/Corequisites:** Graduate standing and foundational course.

**Text:** Dessler, Gary, Human Resource Management, Sixth Edition, Prentice-Hall, 1994.  
 One or more of the following or similar readings should accompany the primary text:  
 Stevens, George E., Cases and Exercises in Human Resource Management, Sixth Edition, Irwin, 1996.  
 Foulkes, Fred K. and Livernash, E. Robert, Human Resources Management: Cases and Text, Second Edition, Prentice-Hall, 1989.  
 Hilgert, Raymond L., and Ling, Cyril C., Cases and Experiential Exercises in Human Resource Management, Second Edition, Prentice-Hall, 1996.

**Course Objectives:** To engage the student in forming a knowledge base from which he/she can critically analyze, evaluate, and report on the current policies, procedures, and practices, in his/her work place. The student will be expected to have the ability to defend the continuance of current HRM practice or recommended change.

- Topical Outline:**
1. Equal Employment Opportunity and the Law.
  2. Selected Applications of EEO and the Law.
  3. Employee Testing and Selection.
  4. Orientation, Training, and Management Development.
  5. Appraising Performance and Establishing Pay Plans.
  6. Benefits and Services.

Recommended maximum class size for this course: 15

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Name Signature

Date: July 14, 1998

**NOTE:** The intention of this master course syllabus is to provide a general outline of the contents of this course, as specified by the faculty of Columbia College, regardless of who teaches the course, when it is taught, or where it is taught. This generic outline is not intended to restrict the way any individual faculty member teaches the course. The master syllabus, therefore, should be general enough to allow for a diversity of individual approaches to teaching the course, while at the same time it provides guidance on what the course should cover.