Administrative Unit: Business Administration, MBA Program

Course Prefix and Number: BUSI 526

Course Title: Human Resource Management and Theory

Number of Credit Hours: 3  Lecture Hours: 3  Laboratory Hours: 0

Catalog Description: This course examines the organizational human resource function and contemporary techniques for managing human resources. Discussions focus on EEO law, work force diversity, managing change, staffing, training and development, compensation, and benefits. EEO/AA and other human resource topics.

Prerequisite(s)/Corequisite(s): None.

Text(s): The most current editions of the following:


Course Objectives:
- To form a knowledge base of EEO and the law.
- To critically analyze and evaluate human resource management policies, procedures, and practices in formal organizations within the legal environment for EEO.

Measurable Learning Outcomes:
- Interpret major equal employment opportunity laws.
- Analyze job analysis as the cornerstone of EEO.
- Evaluate employee recruitment and selection techniques.
- Explain the contrast between training and development activities.
- Understand performance management and appraisal issues.
- Explain strategic pay plans and incentives.
- Contrast employee benefits and services.

Topical Outline (major areas of coverage):
- Legal Environment for Human Resource Management.
- Recruitment, Screening and Selection.
- Training and Management Development.
- Compensation Plans and Incentives.
- Employee Relations.

All business administration courses include a written and oral presentation component.
Recommended maximum class size for this course: 15

Library Resources: Online databases are available at http://www.ccis.edu/offices/library/resources.asp. You may access them from off-campus using your eServices login and password when prompted.

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Date: September 21, 2005

NOTE: The intention of the master syllabus is to provide an 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. Faculty members teaching this course for Columbia College are expected to facilitate learning pursuant to the course objectives and cover the subjects listed in the topical outline. However, instructors are also encouraged to cover additional topics of interest so long as those topics are relevant to the course’s subject. The master syllabus is, therefore, prescriptive in nature but also allows for a diversity of individual approaches to course material.

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