

Human Resource Management
Spr 2014
Block 2

Course Description

This course provides students with current knowledge and techniques used in managing human resources in organizations. Topics covered include: Employment Law, role of HR manager in developing job analysis, job description, job design, HR planning, recruiting, selecting, training, developing, performance appraisal, compensation, benefits, and international HR management.

General Course Performance Objectives

Upon completion of Human Resource Management, the student will be able to:

1. Identify with the current environment of HR management.
2. Understand the mission and requirements of the Equal Employment Opportunity Commission and Affirmative Action Guidelines.
3. Appreciate the importance of proper job analysis and recruiting methodologies.
4. Integrate HR plans into the organizational strategic plan.
5. Initiate recruiting, selection, and training activities.
6. Ensure the comprehensiveness of training, career planning and development, and performance appraisal.
7. Understand the contribution that benefit and compensation plans make to overall organizational success.
8. Understand the importance of a work environment that promotes health and safety.
9. Recognize the impact of bargaining units on labor relations and work within the boundaries of a management-labor negotiated system.
10. Appreciate the importance and impact of global issues to the HR environment.

Required Text:

Managing Human Resources, by Bohlander and Snell, Thomson Learning.

Teaching Method:

The teaching approach will consist of topic lecture, class discussion, end-of-chapter question analysis, and case analysis. Information relating to HR Management and its focus at the national level will be shared via the Professor’s experience as an HR Management examiner with the country’s National Quality Award Program.

All written assignments must be word processed, double-spaced, and proofed for grammatical correctness. All assignments are to be identified with the student’s name, course title, case identification, video review information, etc. On each completed assignment include your e-mail address, phone number, etc.

Case study assignment completion is predicated on the expectation that the student’s response will **adequately answer** the questions and/or address the issues through inclusion of comments related to the chapter contents. In addition to summary detail, the student will include reactionary comments as to how the concepts are/or should be applied in their work setting. In short, the student must demonstrate understanding of the concepts through the class discussions in Session 1 and text readings to avoid opinionated answers/responses. Overall evaluation by the instructor will include grammatical correctness, concept accuracy, appropriateness, and comprehensiveness.

Performance Evaluation:

1. Case Reviews	20%
2. Examinations (3 mc)	70%
4. Attendance//participation	<u>10%</u>
Total	100%

Grading Scale:

- A = 90% minimum
- B = 80% minimum
- C = 70% minimum
- D = 60% minimum
- F = <60%

Class Schedule

Assignment

Topic

Session 1	Introductions/Chapter 1 Cases assigned
Session 2	Chapter 3
Session 3	Chapter 4
Session 4	Exam #1 (Chaps 1,3-4) Chapter 6
Session 5	Chapters 8-9 Case Analyses Due
Session 6	Chapters 9, 11
Session 7	Exam #2 (Chaps 6,8-9) Chapter 12
Session 8	Chapters 12-13
Session 9	Exam #3 (Chaps 11-13)

Course requirements for the student:

1. Students should read the required materials prior to class and be prepared for discussion.
2. Students are expected to attend each class. Any absence during a scheduled exam or review due, will result in a “zero”. The only exception will be a **documented** emergency, legal, or work obligation. No other exceptions will be noted. If a student provides official documentation for a missed exam, the make-up exam will not be the same as the original and will be arranged to fit the Professor’s schedule, as well as the student’s.
3. Students are expected to be familiar with and adhere to the Catawba College Honor Code relating to plagiarism and/or cheating.

Case Analyses

The cases assigned the first class are to be summarized in the student’s own words, followed by reactionary comments indicating your thoughts on the content. The analysis will be 1-2 pages in length, double-spaced in an appropriate word processed manner. Grade will be assessed on summary, question answers, reactionary comments, and grammatical correctness. Both cases are to be turned in the night of class session 3. No cases will be received after that session. No excuse will be rendered due to the student missing the first class session. This syllabus is posted before the class begins. There will be no exceptions.

OUTCOMES ASSESSMENT;

Analytical Skills

Through the assigned readings, cases, and end-of-chapter questions, the student will learn how to analyze, synthesize, compare, and contrast data/information related to human resource management.

Conceptual Skills

Class discussions, assigned readings, and case analysis will be the sources for developing the student’s conceptual skills as they relate to HR principles/philosophy

Communication/Writing Skills

The student will develop his/her communication/writing skills via the assigned end-of-chapter essay questions, the case analysis, and the video reviews.

Dr. Anderson reserves the right to make pre-announced syllabus changes if necessary