

# **Human Resources Management Syllabus**

**MAN2300, Summer 2019, June 24 - July 26**

## **Course & Instructor Information**

**Instructor:** TBA

**Email:** TBA

**Office Hours:** By Appointment

**Course Time:** 1.8 contact hours per day, Monday through Friday

**Contact Hours:** 45

**Credits:** 3

## **Course Description**

The purpose of this course is to explore the theories and practices relating to the management of human resources (HR). The role of the human resources department will be discussed regarding its role in the corporate organization as well as meeting personnel corporate goals and objectives. The course will also explore HR's relationship with functional departments, departmental supervisors, as well as middle and executive management. The principles of job analysis, job description, job skills, recruitment and selection techniques, motivation and performance evaluation will be explored in depth.

## **Pre-requisites**

No corequisites or prerequisites.

## **Textbook Information**

*Fundamentals of Human Resource Management*, Dessler, G. 2011.4th edition.  
ISBN:9780132570138

## **Measurable Course Objectives**

Measurable Course Objectives are outcomes students are expected to achieve by the end of the course.

- Describe the concept and approach underlying human resources management.
- Compare the principle functions performed in human resources management and how these functions evolved.
- Identify the principle elements of a human resources management program and relate their importance in managing human resources.
- State how equal employment opportunity and affirmative action affects human resources management.
- Explain the relationship of job requirements and performance of the pm functions.
- Describe the internal and principle external recruitment sources and when these sources are likely to be utilized.
- Identify the different types of employment interview methods.
- Describe the characteristics of an effective orientation program.
- Compare the scope of organizational training programs.
- Identify the key elements of the labor relations process and describe the reasons why employees join unions.
- Construct a wage structure chart with ranges for each job class and a wage curve to evaluate wage curve to evaluate wage rates and labor costs.
- Give the categories and relative costs of employee benefits programs, their requirements and pm concerns.
- Relate the human resources manager's role in dealing with the Occupational Safety and Health Act.
- Describe ways in which the internet can be used in recruiting.
- Identify the potential benefits and drawbacks which telecommuting offers to employers.

## **Collegewide Student Learning Outcomes**

The Collegewide Student Learning Outcomes assessed and reinforced in this course include the following:

- Communication
- Critical Thinking
- Global Sociocultural Responsibility

## **Course Requirements**

- Required weekly textbook reading
- Required discussion participation
- Required 4 quizzes to be taken in five weeks
- Required course assignments to be completed before the due date
- Required well preparation for the class

## **Attendance/Makeup Policy**

The College recognizes the correlation between attendance and both student retention and achievement. Per College Policy 3.060 **Students are expected to attend all class meetings of all courses for which they are registered.**

Class attendance is mandatory, attendance will be taken every day at the beginning of class. Poor attendance, habitual tardiness, and disruptive conduct will adversely affect your grade.

You will be allowed to make up work for full credit only under extreme circumstances (such as a documented, serious health-related emergency).

Cheating will not be tolerated. This includes giving or receiving aid on a quiz or exam and plagiarizing the work of others (including your classmates). There will likely be homework or in-class work that will allow for collaboration, but all work you turn in must be in your own words.

## **Classroom rules**

Please respect the education of your fellow students. No disruption of education is allowed while class is in session. The following are not allowed:

- Side conversations or disruption during lecture and class discussion.
- Use of cell phones. Cell phones must be turned off during class.
- Use of notebook computers to access information not relevant to the course.
- Food

## **Grading Policy**

Your final grade in this course is based upon performance on your examinations, presentation and in daily work (in-class exercises, homework, quizzes, and participation).

Quizzes	20%
Exams	50%
Assignments	20%
<u>Participation</u>	<u>10%</u>
<b>Total</b>	<b>100%</b>

**Quizzes:** For this five-week course, there will be 4 Quizzes on the Monday of each week commencing in Week 2. Each Quiz is worth 5%.

**Exams:** Exam 1 will be held on the Friday of Week 3. Exam 2 will be held on the Thursday of Week 5. Each Exam is worth 25%.

**Assignment:** There will be four assignments worth 20% of your total grade.

**Participation:** Class participation involves volunteering answers and contributing to the class discussions. Students are required to attend all classes.

## Grading Scale

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = Below 60

“A” grades are given for outstanding work. You are doing extremely well. The student has exceeded expectation.

“B” grades are given for above average work. You are doing very well. Improvements will be toward higher refinements of concept.

“C” grades are given for average work. You are meeting an acceptable level or expectation. Improvements will be towards acceptable levels of project requirements.

“D” grades are given for below average work. You are under-achieving in quality and/or motivation. Improvements will be towards acceptable level of project requirements.

“F” grades are given for failure. You are not reaching the expected level for college work. Improvements are to review goals, seek assistance and increase efforts.

## Academic Integrity

As members of the Seminole State College of Florida community, students are expected to be honest in all of their academic coursework and activities.

Academic dishonesty, such as cheating of any kind on examinations, course assignments or projects, plagiarism, misrepresentation and the unauthorized possession of examinations or other course-related materials, is prohibited.

Plagiarism is unacceptable to the college community. Academic work that is submitted by students is assumed to be the result of their own thought, research or self-expression. When students borrow ideas, wording or organization from another source, they are expected to acknowledge that fact in an appropriate manner. Plagiarism is the deliberate use and appropriation of another's work without identifying the source and trying to pass-off such work as the student's own. Any student who fails to give full credit for ideas or materials taken from another has plagiarized.

Students who share their work for the purpose of cheating on class assignments or tests are subject to the same penalties as the student who commits the act of cheating.

When cheating or plagiarism has occurred, instructors may take academic action that ranges from denial of credit for the assignment or a grade of "F" on a specific assignment, examination or project, to the assignment of a grade of "F" for the course. Students may also be subject to further sanctions imposed by the judicial officer, such as disciplinary probation, suspension or dismissal from the College.

## **Course Outline:**

Please note that the schedule is meant to give an overview of the major concepts this course. Changes may occur in this calendar as needed to aid in the student's development.

### **Week 1:**

- Introduction to the course
- Chapter 1: Managing Human Resources Today
- Chapter 2: Managing Equal Opportunity and Diversity
- Chapter 3: Human Resource Strategy and Analysis
- Discussion

### **Week 2:**

- Chapter 4: Job Analysis and Talent Management
- Chapter 5: Personnel Planning and Recruiting
- Chapter 6: Selecting Employees
- Discussion
- Quiz 1

**Week 3:**

- Chapter 7: Training and Developing Employees
- Chapter 8: Performance Management and Appraisal
- Discussion
- Quiz 2
- Midterm Exam

**Week 4:**

- Chapter 9: Managing Careers
- Chapter 10: Developing Compensation Plans
- Chapter 11: Pay for Performance and Employee Benefits
- Discussion
- Quiz 3

**Week 5:**

- Chapter 12: Maintaining Positive Employee Relations
- Chapter 13: Labor Relations and Collective Bargaining
- Chapter 14: Improving Occupational Safety, Health, and Risk Management
- Discussion
- Quiz 4
- Final Exam