

# Human Resource Management

## BUS 212

### 3 Credits

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**Course Description:** An introduction to the organization of human resources in business organizations. This course presents human resource issues in a manner relevant to all students and emphasizes practical applications for managers and supervisors in various organizations. Topics covered included the following: human resource environments, securing human resources, rewarding and developing human resources, and evaluating the human resource function.

**Course Text:** Mondy, W., & Noe, R., *Human Resource Management* 14<sup>th</sup> edition, Englewood Cliffs, NJ: Prentice-Hall ISBN #: 0133848809

#### Course

#### Objectives:

1. Develop understanding of principles, policies, and practices related to human resource management.
2. Understand issues relating to employee training.
3. Understand the concept of employee performance appraisal and be familiar with strategies to measure performance.
4. Become familiar with issues related to employee separations, downsizing, and outplacement.
5. Understand recruiting, election, and employee orientation and managing diversity in the workplace.

**Course Format:** This course will be based upon the ability to apply skills to the world of work. The format consists of assigned readings from the text, published articles, newspaper articles, and Internet resources. Group activities will be used to develop understanding of concepts and techniques discussed in class.

### Course Requirements:

- **Group Presentation:** Students will be assigned to groups (3 students) and select a topic from the assigned chapter readings to present to the class. This presentation must be at least 15-20 minutes in length and groups will be required to have an activity for the class as well as use visuals in your presentation. Topics must be approved by instructor and declared by the second session. Prep time will be given during class.
- **Final Project:** Students will be given the final project (in basket activity) to complete at home in the sixth session and due in session 8.
- **Informational Interview:** Students will conduct an informational interview on a professional that can assist them in understanding the world of work as a Human Resource Manager/Specialist. Information provided on first night of class.
- **Class Activities:** We will have class/homework activities for some sessions to apply the topics covered in text readings.

### Grading Criteria:

This course is designed for hands on learning and participation in class and group activities.

To receive a grade of B or better all assignments must be completed successfully. Grades will be calculated based upon the percent of points earned out of the total possible points. The following percentages will apply:

A=100-95	B-=81-79	Anything below a 69 will require a meeting with instructor.
A-=94-90	C+=78-76	
B+=89-86	C=75-72	
B=85-82	C-=71-69	

### Project Point Plan:

Project	Points	Earned Points
Class/homework Activities	120(20 pts. X 6)	_____
Final Project	200	_____
Group Presentation	150	_____
Informational Interview	100	_____
<b>Total</b>	<b>570 points</b>	_____

### Academic Integrity Policy:

All individual student work will represent the student's own work. Any use of others' ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and /or dean of undergraduate studies.