

# **BUS 602 Human Resource Management**

## **Doane College**

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### **Basic Information**

**Term:** 17WIN2 – January 2<sup>nd</sup> – March 11<sup>th</sup>

**Instructor:** Shannon Hinrichs, shannon.hinrichs@doane.edu

**Phone:** Cell Phone (308)238-4549

### **Course Description**

A focus on the field of human resources planning at the organizational level. Topics include the analysis of present systems; familiarization with human resource models, ideas, theories, and instruments; forecasting future needs; procurement of an appropriate labor pool; knowledge of labor legislation; design and implementation of new systems; and an examination of current trends in the field.

### **Course Objectives**

At the end of this course, students will be able to:

- Understand many present and emerging human resource challenges.
- Have an understanding of EEO law and the general legal environment in which human resource management is conducted.
- Have knowledge of the art and science of managing work flows and conducting job analysis.
- Be able to identify forces that contribute to the successful management of diversity within the organization and have knowledge of HR systems that assist in successfully managing diversity.
- Know processes for recruiting and selecting employees.
- Understand the value of formal performance appraisal systems.
- Understand strategies for determining training needs and know the characteristics that make training programs successful.
- Have an understanding of employee rights and the role of HR in managing discipline and work-place safety and health.

### **Course Requirements and Policies**

#### *Required Text*

Managing Human Resources, Prentice Hall, Luis R. Gomez-Mejia, David B. Blakin, and Robert L. Cardy, 8<sup>th</sup> Edition, 2015. ISBN-13: 978-0133029697

## *Assignments*

### 1) Participation and Attendance

Your participation in class is necessary for each of us to learn as much from one another as possible. If you are unable to attend class, please notify as soon as possible. Each week will be worth 10 points for a total of 80 points for the quarter.

### 2) Case Studies/Work the Web Activities

Evaluation of various real world applications will occur during the course of the quarter. We will do various exercises during the quarter involving research, case study evaluation, and web application exercises.

### 3) Class Project

Details will be given during Week 1 and 2.

### 4) Final Exam/Research

The final exam will be the last evaluation of your newly acquired in Human Resource Management. It will cover readings and discussions of the course. The final **may** be a combination of multiple choice, true/false, essay, and case study research.

## *Grading*

1) Participation	80 Points
2) Case Studies	80 Points
3) Class Project	50 Points
4) Final Exam/Research	50 Points
<b>Total</b>	<b>260 Points</b>

## *Grading Scale*

100 – 95	A
94-90	A-
89-87	B+
86-84	B
83-80	B-
79-0	No Credit

### *Computer Access and Email Information*

This course will require that you have access to a computer, access to the internet, and that you have a valid email address. Your Email may be a source of communication, so please be sure to have an active Doane email address set up prior to class. Doane will have computers available if you do not have access to one.

### *Participation*

Given the fact that this class only meets 8 times in a given quarter, your attendance and participation is expected. If you need to miss a class, please let me know in advance so we can make arrangements for assignments.

### *Late Work*

Late work is not accepted, unless pre-arranged with instructor.

### *Academic Integrity*

In alignment with the Doane College Academic Policy, all projects should be representative of your own work. The use of others ideas and words without proper citation of the source is plagiarism. If you are in doubt about whether something constitutes plagiarism, please contact me. Failure to give proper credit to the source will result in an "F". In addition, any other academic misconduct, including cheating will result in an "F" for the course.