
Human Resource Management

COURSE INFORMATION

BUS/MGT | 300-level | 3 credits | 45 contact hours

Professor: Ibon Zamanillo, Ph.D.

| **Email:** Provided onsite

Prerequisite: one semester of college-level business administration

REQUIRED TEXTBOOKS & COURSE MATERIALS

Human Resource Management: An Experiential Approach. 6th edition by Bernardin H.J. Irwin McGraw Hill McGraw Hill, 2013, ISBN-13 9780072987256

DESCRIPTION

This course provides an overview of the primary issues in managing an organization's human resources, including planning personnel needs, recruiting, hiring, developing, and appraising employees, and discussion of current social, ethical, and legal issues. Students will become acquainted with the application of HRM tools and concepts and analyze current HRM-related events, issues, and controversies.

STUDENT LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Identify the fundamental roles and functions of HR.
 - Compose and complete a job analysis questionnaire and job description.
 - Develop and deliver a training program.
 - Develop an overview of laws and regulations that impact the HR function.
-

OUTLINE

Term-specific information provided onsite.

Session	Topic	Readings	Assignments
1	Course Introduction	Syllabus	
2	Strategic HRM Managing Diversity	Ch. 1	
3	Managing Diversity Legal Environment of HRM	Ch. 3	
4	Legal Environment of HRM	Ch. 3	Review and Discussion of Cases
5	HR Planning & Recruiting	Ch. 5	
6	Recruiting & Staffing	Ch. 6	
7	Recruiting & Staffing	Ch. 6	
8	Recruiting & Staffing	Ch. 6	
9	Staffing	Ch. 6	Review and Discussion

			of Cases
10	Midterm Review	Ch. 1,3,5,6	
11	Midterm Exam	Ch. 1,3,5,6	
12	Midterm Exam Discussion	Ch. 1,3,5,6	
13	Performance Appraisal	Ch. 7	
14	Training	Ch. 8	Review and Discussion of Cases
15	Paper Guidelines		Work on papers
16	Compensation	Ch. 10	
17	Pay for Performance	Ch. 11	Work on papers
18	Managing the Employment Relationship	Ch. 12	
19	Knowledge Management	Class Notes	Review and Discussion of Cases
20	Project Presentations		
21	Final Review	Ch. 7,8,10,11,12	
22	Final Exam	Ch. 7,8,10,11,12	

GRADES

Course Requirements:

Class Attendance

Students are required to attend every class and actively participate in all class activities.

Exams

Students are required to complete two exams in the class. Students may use notes and textbook to complete the exams. The questions will include short answer and essay questions.

Integrative Team Project

Each group is required to complete a fifteen-page paper on the human resources system of an existing company. Papers must include the following:

- A human resource system: environmental and historical
- A particular problem related to Human Resource Management faced by the group's company.
- An explanation of how this problem was handled using the tools and conceptual framework.
- A conclusion of the company's effectiveness, and recommendations for improvement.

Case Presentation

Students are required to complete five case presentations throughout the semester. Each presentation should be on a case approved by the professor. Instructions about the case presentations will be provided by the professor.

Assessment:

Class Attendance	10%
Exams	50%
Integrative Team Project	20%
Case Presentation	20%

Grade Scale:

A	100-93	C	76-73
A-	92-90	C-	72-70
B+	89-87	D+	69-67
B	86-83	D	66-63
B-	82-80	D-	62-60
C+	79-77	F	59-00

DISABILITY POLICY

Every effort will be made to accommodate students with disabilities or special learning needs. If you have a documented disability for which you have already requested accommodations through the USAC Central office, your instructor will have been notified so that arrangements can be made early in the term.

ACADEMIC HONESTY POLICY

Plagiarism, cheating, submitting work of another person or work previously used and other forms of academic dishonesty will lead to lowered course grades, failure of the course or more severe measures, depending on judgments of the gravity of the individual case.

STATEMENT ON AUDIO AND VIDEO RECORDING

Surreptitious or covert video-taping of class or unauthorized audio recording of class is prohibited by law and by USAC policy. This class may be videotaped or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.