

HUMAN RESOURCE MANAGEMENT

Course No	:	BUS 208
Course Title	:	HUMAN RESOURCE MANAGEMENT
Prerequisites	:	BUS 152
Course Type	:	Major
Faculty Member	:	Dr. ; Room # ; Telephone ; e-mail ;
Office Hours	:	
Class Time	:	
Lecture Class	:	

Course Objectives:

The objective of this course is to familiarize students with current issues facing Human Resource managers and organizational leaders, reinforce teambuilding, problem solving, decision-making, and planning skills.

Course Description:

Human resource assets must be strategically managed to compete in a global and changing environment. Emphasis is placed on understanding organization development and change; workforce diversity; labor relations; the design and structure of compensation and reward systems; recruitment, selection, retention, and separation of employees; employee training, education, and development, and legal and regulatory compliance.

Course Outline:

1. Human Resources in a Globally Competitive Business Environment
2. Legal Context of Employment Decisions
3. Human resource policies
4. Analyzing Work and Planning for People
5. Job Analysis and Job Design techniques
6. Human resources acquisition and maintenance strategies
7. Recruitment
8. Selection
9. Development
10. Training
11. Performance Management
12. Managing Careers
13. Compensation and Incentives Systems
14. Indirect Compensation: Employee Benefit Plans
15. Health and safety issues and policies
16. Labor relations
17. Collective bargaining

Learning Outcomes:

After completing the course the student should be able to:

1. Explain the differences between job analyses, job descriptions, and job specifications.
2. Describe the recruitment/selection process
3. List and define the levels of training needs analysis
4. Explain the purposes of an effective appraisal system
5. Describe a typical grievance procedure in a unionized firm

Skills to be developed:

This course helps students in developing the following skills:

1. **Communication** (Oral & written) **Through Assignments, Case Study discussions and Examinations**
2. **Analytical** **Through Case studies and examinations**
3. **Team Work** **Through Case studies**
4. **Creative Thinking** **Through Case studies, assignments, classroom discussions**
5. **Adaptability to Change** **Through Case studies, and examinations**
6. **Ethics** **Through lectures and assignments**
7. **Use of Information Technology** **Through use of PCs, Internet, CD-ROM, Statistical data base in the library**
8. **International issues** **Through Case studies, assignments, classroom discussions, and examinations**

Evaluating Student Performance:

Class participation and attendance	10%
Individual assignments	20%
Mid-term examination	20%
Final Exam	50%

Assignment	LO1	LO2	LO3	LO4	LO5
Class participation	X	X			
Assignments	X		X	X	X
Mid-term exam	X	X	X		X
Final exam		X	X		X

Grading:

<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Percentage Score</u>	<u>Letter Grade</u>	<u>GPA Points</u>
90 - 100	A	4.0	70 - 74	C	2.0
85 - 89	B+	3.5	65 - 69	D+	1.5
80 - 84	B	3.0	60 - 64	D	1.0
75 - 79	C+	2.5	< 60	F	0.0

Educational Resources:

<i>Educational Resource</i>	Description	Comments
Textbooks Required	Managing Human Resources, 12 th ed., by Bohlander, Snell, and Sherman Noe, R. A., Hollenbeck, J. R., Gerhart, B., & Wright, P. M. (2002). Human Resource Management: Gaining a competitive Advantage; 4 th ed. Chicago: Irwin.	
References	Managing Human Resources: 6 th ed., by Wayne F. Cascio, Irwin/McGraw-Hill Publishing Company, 2003. ISBN: 0-07-231716-7 Newell, H., & Scarbrough, H. (Eds.). (2001). Human resource management in context: A case study approach. New York: Palgrave.	
Journals	Journal of Human Resource Management Journal of Staff, Program, & Organization Development.	
Computers	Internet searches for obtaining info on Human Resource management	
Websites	http://www.shrm.org/ http://www.nbs.ntu.ac.uk/staff/lyerj/hrm_link.htm	
CD - ROM :	(CD-ROM) data base in the library + Action learning through CD Accompanying the textbook	
Other Resources:	Library resources, Internet search of periodicals	

Course Schedule & Outline:

Sixteen Week Semester, 3 hrs/Wk

Date	Week	Outline Syllabus	Learning Outcomes	Homework Assignments, Due dates
February 12/2-16/2	1		LO1	
February 19/2-23/2	2		LO2	
May 28/5- 31/5		General Review		