**BA 224 – Human Resource Management**

**ONLINE CLASS**

**Starts 28-SEP-2020**

**Fall Quarter 2020**

**Instructor: Joshua Coulter**

|  |
| --- |
| ***CRN 20384*** |

Office: (Albany) MKH 208

e-mail:  [Coultej@linnbenton.edu](mailto:Coultej@linnbenton.edu)   
Office Hours: Thursday’s 4-5 pm on zoom or by appointment. Here is the link to the zoom room. <https://linnbenton.zoom.us/j/91556140002>

**Required Resources:**

*Human Resource Management,* 14th edition, by R. Wayne Mondy  
Access to MyLab Management comes with the course. You can access Mylab through Moodle.

**Course Description:**     
 Human resource management topics include staffing, human resource development, compensation, health and safety, employee and labor relations, and human resource research.

**Learning Outcomes:**

1. An insight into the evolving role of strategic HRM in today’s organizations, the strategic role of HR functions, and the impact of technology and global competition.
2. An awareness of the importance of business ethics and corporate social responsibility in HRM.
3. An insight into how workforce diversity provides an opportunity for management.
4. Examine the legislation and regulations affecting staffing.
5. Know the significant federal court decisions affecting staffing.
6. Understand the Uniform Guidelines, Adverse Impact, and Affirmative Action Programs that affect staffing.
7. Understand the ethical, regulatory, environmental, social, political, and technological issues of staffing.
8. An understanding of job analysis, strategic planning, human resource planning, recruitment (including Internet recruiting), and selection.
9. An awareness of the importance of training and developing for employees at all levels.
10. An understanding of performance appraisal and its role in performance management.
11. An appreciation of how compensation and benefits programs are formulated and administered.
12. An understanding of safety and health factors as they affect the firm’s profitability.
13. An opportunity to understand employee and labor relations.
14. An appreciation of the global dimension of HRM.

**Grading:**

Final course grades will be determined as follows:

|  |  |  |
| --- | --- | --- |
| **Category** | **Points** | **Percent** |
| Chapter Assignments | 100 | 25% |
| Chapter Quizzes | 100 | 25% |
| Final | 100 | 25% |
| Discussion Board | 100 | 25% |
| Total Points Possible | 400 | 100% |

Course grades will be computed as follows from total points possible:

A (90 < 100%), B (80 < 90%), C (70 < 80%), D (60 < 70%), or  F (< 60%)

**Chapter Assignments:**

There are chapter assignments assigned in MyLab Management that become available Monday at 1 am and are due by the next Sunday at 11:59 PM. Each assignment is worth 10 points each.

**Quizzes:**

Instead of a Midterm, there is a quiz for each chapter that is worth 10 points each.  
  
**Final:**  
There will be a cumulative final worth 100 points.   
  
**Discussion Board:**To earn points for the discussion board Students must make 2 posts. One post with your own thoughts responding to the discussion question. The second post is to respond to at least one other student’s post. There will be no partial points awarded. Discussion Questions will be posted by Monday morning and responses are due by 11:59 the following Sunday. Some of the discussion board topics will be based on activities in MyLab.

**LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, and use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.   (For further information: http://po.linnbenton.edu/BPsandAPs/)

**CENTER FOR ACCESSIBILITY RESOURCES:**

Students who may need accommodations due to documented disabilities, who have medical information which the instructor should know, or who need special arrangements in an emergency should speak with their instructor during the first week of class. If you believe you may need accommodations but are not yet registered with the Center for Accessibility Resources (CFAR), please visit the [**CFAR Website**](https://www.linnbenton.edu/cfar) for steps on how to apply for services or call (541) 917-4789.

**ACADEMIC INTEGRITY:**

Students are expected to follow College policies regarding academic integrity as articulated in the Students Rights and Responsibilities Handbook (http:www.linnbenton.edu/studentrights/standards.html).  You will receive an F in the course if you are found to be involved in academic dishonesty (cheating, plagiarism, etc.).

**SYLLABUS/OUTLINE:**

This syllabus and outline are a guide, not a contract. They will change during the term as I attempt to provide the most compelling and useful learning experience possible. If things do not make sense, please talk with me. As changes are made, I will announce them on moodle. You should check the syllabus at least once a week for course updates.  Not reading the syllabus does not constitute a valid excuse for missing an assignment.

**BA 224                       TENTATIVE OUTLINE Fall 2020**

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **TOPIC & READING**  **ASSIGNMENTS** | **Reading** | **Due Dates**  **See MyLab for Details of Assignments** |
| Week 1 | Human Resource Management: An Overview   Business Ethics and Corporate Social Responsibility | Chapter 1,2 | Discussion Board 1  Quiz: Ch 1   Assignments: Ch 2 HR bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 2 | Equal Employment Opportunity, Affirmative Action, and Workforce Diversity   Strategic Planning, Human Resource Planning, and Job Analysis | Chapter 3,4 | Discussion Board 2  Quiz: Ch 3   Assignments: Ch 4 HR bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 3 | Recruitment  Selection | Chapter 5, 6 | Discussion Board 3  Quiz: Ch 6  Assignments: Ch 5 HR bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 4 | Performance Management and Appraisal | Chapter 7 | Discussion Board 4  Quiz: Ch 7  Assignments: Ch 7 HR Bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 5 | Training and Development | Chapter 8 | Discussion Board 5  Quiz: Ch 8  Assignments: Ch 8 HR Bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 6 | Direct Financial Compensation (Core Compensation) | Chapters 9 | Discussion Board 6  Quiz: Ch 9  Assignments: Ch 9 HR Bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 7 | Indirect Financial Compensation (Employee Benefits) | Chapters 10 | Discussion Board 7  Quiz: Ch 10  Assignments: Ch 10 HR Bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 8 | Labor Unions and Collective Bargaining   Internal Employee Relations | Chapters 11, 12 | Discussion Board 8  Quiz: Ch 12  Assignments: Ch 11 HR Bloopers Multiple Choice Question |
|  |  |  |  |
| Week 9 | Employee Safety, Health, and Wellness | Chapters 13 | Discussion Board 9  Quiz: Ch 13   Assignments: Ch 13 HR Bloopers Multiple Choice Questions |
|  |  |  |  |
| Week 10 | Global Human Resource Management | Chapters 14 | Discussion Board 10  Quiz: Ch 14  Assignments: Ch 14 HR Bloopers Multiple Choice Question |
|  |  |  |  |
| **Week 11** | Final |  |  |