

BA 224 - Human Resources Management (3 Credits)

M/W 11:30 -12:50 PM CRN 45529

M/W 3:00 – 4:50 PM CRN 49304

Instructor: Lee Myers

Email: myersle@linnbenton.edu Email is the best way to contact me.

Office/Hours: SSH 111 - By Appointment

Required Text/Access Code: Human Resources Management, Mondy; 14th Edition, 2016

- Students may use either online or printed texts.
- On-line quizzes and additional materials needed for the course are found in the books online resource, *MyManagementLab*. (Instructions are found on the instructor's LBCC Website.)
- For technical support, call Pearson's technical support at 844-292-7015.

Course Overview:

Explores the basics of strategic human resources management including workforce planning, recruitment and staffing, compensation and benefits, training and development, and performance management. This course also addresses legal compliance, workplace safety and the future of Human Resources Management (HRM.)

Course Outcomes:

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

- Describe best practices for recruitment and hiring processes
- Explain how management uses training, performance management and appraisal processes to increase and enhance worker productivity
- Demonstrate basic knowledge of labor law and collective bargaining agreements
- Describe full cycle HRM processes (hire to termination)

Learning Assessments:

Assessment	Percent	Points (Estimation)
Quizzes	30	200
Participation/Homework/Attendance	10	100
Final	10	50
Work Group Presentations (WGP)	20	100
Written Assignments	30	150
Total	100	600

Grading:

A	90-100% total points
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Instruction Method:

Instructional time in the classroom will consist of a balance of **theoretical content** (MyLab, lecture, text review, article review), **class discussion and participation** (real, authentic examples), **written assignments** (cases, forms, and process development) and **work group presentations** (representative of workplace duties and responsibilities.)

Student Responsibilities:

Each student is accountable for both individual and significant contribution to work group assignments. A student can demonstrate accountability by attendance, punctual completion, and academic integrity of all class assignments (reading, written assignments, quizzes, exams, and the student's individual contribution to the work group assignments.)

Instructor Responsibilities:

The instructor is accountable for establishing a learning climate that encourages trust, respect, and support. The instructor will deliver theoretical content, synthesize information when needed, and encourage students to explore and apply the content of their learning to current and future workplace settings. The instructor will guide, monitor, and evaluate student progress and will be available for consultation and feedback.

Attendance:

Attendance Matters! Attendance to each class is expected and required. Students who are unable to successfully complete the course should withdraw in accordance to LBCC policy and dates set forth in the catalog.

Late Work:

Deadlines Matter! All assignments are to be printed and submitted at the beginning of the class the work is due on the date listed. No late work is accepted as it is difficult to keep pacing in a 10-week session. Weekly quizzes on the reading are to be completed through Pearson My Lab. You will have one attempt at the quiz. Effective work groups are paramount in the workplace and will be in BA 224. Selection of work groups are important.

Sometimes, class work may take a bit longer and the schedule for Work Group Presentations may change. As changes are made, they will be announced in class and posted on MyLab.

If you have documented and compelling circumstances that prevent you from completing work, it is your responsibility to communicate (email) to the instructor, so arrangements can be made prior to due dates.

Special Accommodations:

Students who may need accommodations due to documented disabilities; those who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor the first week of class. If you have not accessed services and think you may need them, please contact Disability Services, 541-917-4789.

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DATE/WEEK	TOPIC	READING	Quiz on Text	ASSIGNMENTS DUE THIS WEEK
Week #1	Introduction, Strategic HRM Ethics Trends	Ch.1-2	Quiz #1 Quiz #2 Closes 4/10	Written Assignment Why Work?
Week #2	Diversity, EEO/Compliance	Ch. 3	Quiz # 3 Closes 4/17	WGP Legal Compliance Case 4/17
Week #3	Staffing Job Analysis Job Descriptions	Ch. 4	Quiz #4 Closes 4/24	Written Assignment Job Analysis/Job Description
Week #4	Recruitment	Ch. 5	Quiz #5 Closes 5/1	WGP Recruitment Plan
Week #5	Selection	Ch. 6	Quiz #6 Closes 5/8	Written Assessment Selection Checklist
Week #6	Performance Mgt. Appraisal Training, Development	Ch. 7-8	Quiz #7, Quiz #8 Closes 5/15	WGP Performance Discussion Difficult Employee Interactions
Week #7	Total Compensation, Pay, Benefits, Perks	Ch. 9-10	Quiz #9 Quiz #10 Closes 5/22	Written Assessment Compensation and Benefits Employee Communication
Week #8	Collective Bargaining/Union Relations/Employee Relations	Ch. 11-12	Quiz #11 Quiz #12 Closes 5/31	WGP Collective Bargaining Case
Week #9	Employee Wellness, Safety (OSHA)	Ch.13	Quiz #13 Closes 6/5	Written Assessment Health, Safety, and Wellness Program

Week #10	Global HRM Wrap Up	Ch. 14		
AM Final	Wed. 6/14 10:00-12:50 PM	Ch. 1-14	Final Exam	
PM Final	Wed. 6/14 3:00 – 4:50 AM			