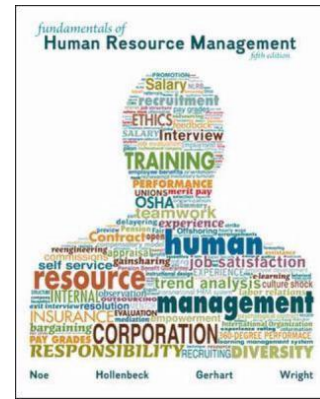


Human Resource Management BUA221-WHV
Fundamentals of Human Resource Management
JACKSON COLLEGE
FALL 2017

Professor: Angela Grissom, MBA

“We cannot change what we are not aware of, and once we are aware, we cannot help but change.”

~ Sheryl Sandberg



BUA 221 COURSE BASICS

BUA 221 Human Resource Management JC Catalog Description: Create and maintain a desirable and productive work place by applying management skills with emphasis on improving performance and career development. Topics include: employment law, recruitment and selection, placement techniques, interview methods, job analysis, staffing, training and development, performance appraisals, team building, benefit administration, government regulation, compensation systems, health and safety, and labor-management issues. Prerequisites: CIS 095*, ENG 085* and ENG 090*

Class Meeting: Monday, 5:45 PM to 8:45 PM *Subject to change
 September 11, 2017 – December 18, 2017

Required Text Materials:

- Fundamentals of Human Resource Management, Noe, Hollenbeck, Gerhart and Wright, 5th edition, ISBN-13: 978-0078112614
- Text Book Zero - This textbook is available in a digital format and may be purchased in the bookstore.

Semester Schedule for BUA 221 – WHV		
Week	Chapter Topic	Course Assignments
Week 1 9/11/17	CH 1: Managing Human Resources	1. Introduction 2. Discussion 3. Homework
Week 2 9/18/17	CH 2: Trends in Human Resources	1. Review 2. Discussion 3. Group work 4. Homework
Week 3 9/25/17	CH 3: Providing Equal Employment Opportunity and a Safe Workplace	1. Review 2. Discussion 3. Group work 4. Homework

Semester Schedule for BUA 221 – WHV		
Week 4 10/2/17	CH 4: Analyzing Work and Designing Jobs	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 5 10/6/17	CH 5: Planning for and Recruiting Human Resources	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 6 10/16/17	CH 6: Selecting Employees and Placing Them in Jobs	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 7 10/23/17	CH 7: Training Employees	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Review for test 5. Homework
Week 8 10/30/17	CH 8: Managing Employees' Performance	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Test 5. Homework
Week 9 11/6/17	CH 9: Developing Employees for Future Success	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 10 11/13/17	CH 10: Separating and Retaining Employees	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 11 11/20/17	CH 11: Establishing a Pay Structure	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 12 11/27/17	CH 12: Recognizing Employee Contributions with Pay	<ol style="list-style-type: none"> 1. Review 2. Discussion 3. Group work 4. Homework
Week 13 12/4/17	CH 13: Providing Employee Benefits	<ol style="list-style-type: none"> 1. 1. Review 2. Discussion 3. Group work 4. Review Test 5. Homework
Week 14 12/11/17	CH 14: Collective Bargaining and Labor Relations	<ol style="list-style-type: none"> 1. 1. Review 2. Discussion 3. Group work 4. Test
Week 15 12/18/17	Presentation Night	<ol style="list-style-type: none"> 1. Human Resource Presentations

BUA 221 COURSE INFORMATION

Methods to achieve objectives: discussion, team problem solving, group practice work and homework, test, projects and practical application of the text

BUA 221 Requirements:	
	Points
Discussion and Participation (15 @ 25)	375
Homework (15 @ 25)	375
Test (2 @ 100)	200
Presentation	100
Total Points Available	900

Grading Scale:		
4.0	93-100%	
3.5	88-92%	
3.0	83-87%	
2.5	78-82%	
2.0	73-77%	
1.5	68-72%	
1.0	63-67%	
0.5	58-62%	
0.0	0-57%	

Academic Honesty: Copying and using another student's work is cheating. If you cheat in this class, you will either 1) fail the assignment or 2) fail the course. All assignments related to this class must be your own work. The JC Catalog defines academic honesty as "...the ethical behavior that includes (students') producing their own work and not representing others' work as their own..."

Due Dates, Late Policy and Grading: All assignments are due on **MONDAY**. Please be on time for class. Extenuating circumstance will be taken into consideration and are an extreme exception and not the rule.

****EXTRA CREDIT****

We will NOT have extra credit assignments.

****ATTENDANCE & PARTICIPATION****

Attendance and active involvement in our class is required and will directly impact your level of success within this course.

Note: This syllabus is not a contract: it is a plan for the course. Each course and each group of students is unique. We may do more or less work than is outlined above. Total points in the course may be altered to reflect the dynamics of our class.