



Course Syllabus  
Winter Semester 2018

Business Administration Program

**Course Name:** Human Resource Management

**Course Number:** BUA 221-I50

Credits: 3

Faculty: Tom Stewart

**05FEB18-06MAY18**  
Internet Based Learning

**Office Hours:** By Appointment

**Campus E-mail:** StewartThomasA@jccmi.edu

**Course 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.

**Current Textbook:**

Human Resource Management (MyManagementLab Access) Edition: 14th

**Author:** Mondy **ISBN:** 9780133866223 **Copyright Year:** 2015 **Publisher:** Pearson

You may purchase the access code in the bookstore or directly from Pearson at:

<http://www.mypearsonstore.com/bookstore/human-resource-management-plus-mymanagementlab-with-0133972992> MyManagementLab with Pearson eText -- Instant Access -- for Human Resource Management, 14th Edition \$101.95 | ISBN-13: 978-0-13-386548-6

Waiting for financial aid? Go to MyManagementLab.com. Register for free 14-day access.

There is also a free app for your iPhone/iPad so you may access the Pearson text offline.

**Contacting the Instructor**

Send an email, including course # and section # in email subject line (BUA 221-I50)

You **MUST** use your Jackson College email for communication. I will not read or reply to an email that is sent to me from an email address that is not your Jackson College email address.

## Course Outcomes:

1. Identify the changes, development and emerging patterns in human resource planning and management.
2. Explain the reasons behind the passage of EEO legislation.
3. Identify the human resource management functions and activities that meets human resource requirements and enhances human resource effectiveness.
4. Explain the various methods used in performance appraisal.
5. Recognize the important factors in implementing effective human resource compensation and security.
6. Recognize the importance of communication, leadership, and maintenance of a careful balance between employee rights and the need for discipline through human resource management.
7. Recognize the dynamic forces at play in labor relations, collective bargaining and contract management.
8. Develop an understanding and awareness of current events in the world as they relate to human resource functions.
9. Explain how domestic and international HRM differ.

## General Information

For information on FERPA, Cheating and Plagiarism, Assessment of Student Learning Outcomes and Student Code of Conduct, please refer to the appropriate section of the current Jackson College Catalog online.

## Specific Course Rules

Attendance Policy: HQV federal policy that JC follows

Your participation and attendance is expected weekly. Attendance is counted by your participation in online forums, taking weekly tests in MyManagementLab, completing non-graded work of your choice in the textbook support site, to name a few. Your success will depend upon the time you spend in class. JC administration and the federal government now require faculty to file attendance regularly throughout the term and your report is available online. Note the Course Calendar identifies GRD #1, GRD #2, and GRD #3 as to when each of these reports is due.

“H”—the student needs “help” and a notification goes to the Center for Student Success. “V”—the instructor “verifies” that the student is participating and doing acceptable work. “Q”—the student is not participating or attending and the instructor believes they have unofficially withdrawn. A “Q” will result in an administrative interruption from the course. \*\*\*If a student wishes to withdraw from the course it is the responsibility of the student to officially withdraw.

This syllabus may be amended at any point during the semester. Changes to it will be announced online and students will be responsible for adhering to those changes.

Your grade will be based on the points you earn on exams, quizzes, assignments, class preparation and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced online and are available through MyManagementLab and in a separate document I will email to each student.

### **Grading Procedure:**

Grades and all relevant information are available to students via the course MyManagementLab site. Item points, weighting, and assignment due dates are all listed on the site.

### **Final Grading System**

Grade		Percentage
4.0	Excellent	95.0
3.5		90.0
3.0	Superior	85.0
2.5		80.0
2.0	Average	75.0
1.5		70.0
1.0	Inferior	65.0
0.5		60.0
0.0	Not Passing	59.9

### **Academic Honesty Statement and Student Code of Conduct:**

Students are expected to maintain academic integrity and honesty in completion of all work for this class. Examples of academic dishonesty include but are not limited to:

- Receiving or providing unauthorized assistance on exams
- Using unauthorized material during an exam
- Plagiarism (using materials from sources without citation)
- Copying the work of someone else and submitting it as you own

The first instance of academic dishonesty will result (for all parties involved) in no credit for the assignment or exam. In addition, a student will be ineligible to complete any extra credit work for this class. Subsequent episodes will result in further disciplinary action, up to and including failure of the course. All students are expected to follow Jackson College's Student Code of Conduct. If you are unfamiliar with the code, to can be found at:

<https://www.jccmi.edu/wp-content/uploads/StudentCodeOfConduct.pdf>

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### **Classroom Procedures:**

1. It is the responsibility of the student to prepare for and attend all class sessions.
2. All students are required to have a textbook and bring it to every class.
3. Every student is expected to make a positive contribution to the class by joining in the discussions, asking questions or offering pertinent opinions on the subject matter being discussed.
4. Although this is a "face-to-face" class (in a classroom) there will occasions when the student may find it beneficial to access MyManagementLab or the Internet to complete assignments, review the Grade Center or etc.
5. Cell phones and other electronic communication devices are not to be used during class.
6. Disruptive behavior or other actions that interfere with the educational process will not be tolerated. This includes bringing non-students and children to class.

**Assignment Calendar – BUA 221-I50 Human Resource Management Wn18**

<b>Week</b>	<b>Week of</b>	<b>Topic</b>	<b>Material/Chapter</b>	<b>Preparation/Homework</b>
		<b>Part I:</b>		
		<b>Setting the Stage</b>		
1	02/05	Course Introduction  <b>Chapter 1</b> Human Resource Management: An Overview	1	Get Started with MyManagementLab – Online at Pearson Site  Read Chapter 1  Complete Chapter 1 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
2	02/12	<b>Chapter 2</b> Business Ethics and Corporate Social Responsibility	2	Complete Test for Chapter 1 in MyManagementLab  Read Chapter 2  Complete Chapter 2 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
3	02/19	<b>Chapter 3</b> Equal Employment Opportunity, Affirmative Action, and Workforce Diversity	3	Complete Test for Chapter 2 in MyManagementLab  Read Chapter 3  Complete Chapter 3 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
		<b>Part II:</b>		
		<b>Staffing</b>		
4	02/26	<b>Chapter 4</b> Strategic Planning, Human Resource Planning, and Job Analysis	4	Complete Test for Chapter 3 in MyManagementLab  Read Chapter 4

				Complete Chapter 4 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
5	03/05	<b>Chapter 5</b> Recruitment	5	Complete Test for Chapter 4 in MyManagementLab  Read Chapter 5  Complete Chapter 5 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
6	03/12	<b>Chapter 6</b> Selection	6	Complete Test for Chapter 5 in MyManagementLab  Read Chapter 6  Complete Chapter 6 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
		<b>Part III:</b>  <b>Performance Management and Training</b>		
7	03/19	<b>Chapter 7</b> Performance Management and Appraisal  <b>Chapter 8</b> Training and Development	7	Complete Test for Chapter 6 in MyManagementLab  Read Chapter 7  Complete Chapter 7 Warm Up in MyManagementLab
			8	Read Chapter 8  Complete Chapter 8 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>

		<b>Part IV:</b>		
		<b>Compensation</b>		
8	03/26	<b>Chapter 9</b> Direct Financial Compensation (Core Compensation)	9	Complete Test for Chapter 7 in MyManagementLab
		<b>Chapter 10</b> Indirect Financial Compensation (Employee Benefits)	10	Complete Test for Chapter 8 in MyManagementLab
				Read Chapter 9
				Complete Chapter 9 Warm Up in MyManagementLab
				Read Chapter 10
				Complete Chapter 10 Warm Up in MyManagementLab
				<b>Complete assigned material in MyManagementLab</b>
		<b>Part V:</b>		
		<b>Labor Relations, Employee Relations, Safety, and Health</b>		
9	04/02	<b>Chapter 11</b> Direct Financial Compensation (Core Compensation)	11	Complete Test for Chapter 9 in MyManagementLab
				Complete Test for Chapter 10 in MyManagementLab
				Read Chapter 11
				Complete Chapter 11 Warm Up in MyManagementLab
				<b>Complete assigned material in MyManagementLab</b>
10	04/09	<b>Chapter 12</b> Indirect Financial Compensation (Employee Benefits)	12	Complete Test for Chapter 11 in MyManagementLab
				Read Chapter 12
				Complete Chapter 12 Warm Up in MyManagementLab

				<b>Complete assigned material in MyManagementLab</b>
11	04/16	<b>Chapter 13</b> Employee Safety, Health, and Wellness	13	Complete Test for Chapter 12 in MyManagementLab  Read Chapter 13  Complete Chapter 13 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
		<b>Part VI:</b>  <b>Operating in a Global Environment</b>		
12	04/23	<b>Chapter 14</b> Global Human Resource Management		Complete Test for Chapter 13 in MyManagementLab  Read Chapter 14  Complete Chapter 14 Warm Up in MyManagementLab  <b>Complete assigned material in MyManagementLab</b>
13	04/30	<b>Course Ends</b>  <b>Final Assessment</b>		Complete Test for Chapter 14 in MyManagementLab

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”