



**COVID REVISED DATE MARCH 18, 2020**

**BUA.221.H60 • *Human Resource Management* •**

**Winter 2020**

**FORMAT: Online Only**

ADAPTING TO CHANGE...COVID-19: This course was originally intended to meet in a “hybrid” format, with seven face-to-face meetings coupled with an online component. With the COVID-19 virus precautions causing Jackson College to close all campuses beginning March 18, 2020, we are transferring the face-to-face component to a synchronous (i.e., at the same time) series of online meetings on Wednesdays during the course at the times we were originally planning to meet.

**TIME FRAME:** 7 weeks

**CREDITS:** 3

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**INSTRUCTOR:** Kimberly Kachadoorian MBA

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**REQUIRED TEXT:**

Mondy, Wayne R. and Martocchio, Joseph J. *Human Resource Management* (14<sup>th</sup> edition). 2016. ISBN: 978-0-13-384880-9

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**OPTIONAL TEXTS: (You won’t have to read these books during the course; they are good resources in case you want to delve deeper into the study of human resource management):**

Bradberry, Travis, Greaves, Jean, and Lencioni, Patrick. *Emotional Intelligence 2.0*. TalentSmart, 2009. ISBN: 978-0-9743206-2-5.

Finnegan, Richard P. *The Power of Stay Interviews for Engagement & Retention*. SHRM Store Item #: 61.145132012, ISBN: 978-1-586-44234-7

Wheatley, David. Co-Author *50 Dos for Everyday Leadership*. HUMANERGY, 2006. ISBN: 978-0-9772062-0-9

Fisher, Roger and Ury, William. *Getting to Yes: Negotiating Agreement Without Giving In*. (3<sup>rd</sup> Edition). Penguin Books, 2011. ISBN: 9781101539545.

Maxwell, John. *Talent Is Never Enough*. Thomas Nelson, 2007. ISBN10:07852-1403-8  
Heifetz, Ronald & Linsky, Marty. *Leadership on the Line*. Harvard Business School Publishing, 2002 ISBN: 978-1-57851-437-3

Welch, Jack, with Welch, Suzy. *Winning*. Harper Collins, 2005. ISBN: 0060753943.

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### **COURSE DESCRIPTION:**

Create and maintain a desirable and productive work place by applying management skills with emphasis on improving performance and career development for Human Resources. 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.

**COURSE OBJECTIVES:** The Board of Trustees of Jackson Community College has established a set of Associated Degree Outcomes (ADOs) to be achieved by every student.

This course will specifically address:

1. Identify significant changes, developments, and emerging patterns in human resource planning and management.
2. Explain the reasons behind the passage of EEO (Equal Employment Opportunity) legislation.
3. Identify at least three human resource management functions and explain how they can improve the effective of an organization.
4. Identify at least two methods used in performance appraisal and explain how they can improve employee performance.

5. Describe at least three key factors forces at play in labor relations

management and explain how these factors can impact the outcome of labor negotiations.

### **COURSE STRUCTURE:**

A **variety of methods** will be used to enhance your understanding of human resource management. Power point presentations, posted documents, and videos (if applicable) will present current issues in the discipline. Concepts from the readings will be discussed, so it is imperative that the required reading for each class be completed in advance. All classes will be highly interactive in a lecture/classroom format-your interaction, responses, participation, etc. are more than an expectation they are a requirement! **As with any business, growth and synergies are most effectively achieved when all members are actively contributing.** Assignments, quizzes, and active participation will be graded, as described below.

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### **EXPECTATIONS OF THE INSTRUCTOR:**

1. Provide an innovative and interactive learning environment. For this to happen, I encourage you to give me honest, respectful feedback at appropriate times regarding what is working for you and what I (we) need to do differently.
2. Thoroughly read the material before date posted and be prepared to pose and answer relevant questions related to that material. Provide adequate resources; if I don't know an answer I will do my best to find it!
4. Address your questions promptly as time allows.
5. Make adequate time available to answer additional questions you may have.
6. Give helpful feedback regarding your work.
7. Treat each person with dignity and respect, professionally exhibiting Jackson College values of: Integrity, Caring, Collaboration, Quality, Inclusion, Service and Leadership.

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### **EXPECTATIONS OF THE STUDENT:**

1. Submit your work on time. No late work will be accepted. Please carefully read the description for each piece of required work. Be prepared to ask and clarify any concerns.
2. Do your part in making this experience valuable for you and your classmates. How do you do that? Be prepared. Think creatively. Participate actively and treat others respectfully.

3. If you are unavailable for any reason, inform the supervisor ahead of time when and why this will occur. You are still responsible for any material presented or any assignments given.

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<b>EVALUATION:</b>	Assignments	40%
	Participation	40%
	Quizzes	20%
		100%

**GRADING:** Final grades will be assigned according to the following scale:

930 – 1000	4.0	650– 699	1.5
860 – 929	3.5	600 – 649	1.0
800 – 859	3.0	560 – 599	0.5
750 – 799	2.5	000 – 559	0.0
700 – 749	2.0		

Please note that the above figures are thresholds earned by points; maximum of 1000.

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## **SPECIAL POLICIES**

- **ACADEMIC HONESTY:** Adaptation from Jackson College policy: Academic honesty is expected from all students. It is the ethical behavior that includes producing one's own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. Faculty members who suspect a student of academic dishonesty may penalize the student by assigning a failing grade for the paper, project, report, exam or the course itself.
- **WITHDRAW DEADLINE:** If you do not wish to receive a grade for this class, because you are not happy with your grade or for any other reason, you must withdraw before the date printed on the college website.
- **INCOMPLETE GRADES** are rarely given for this course. Adaptation from Jackson College policy: A student may request an incomplete grade from the instructor. The incomplete grade will be granted only if the student can provide documentation that his or her work up to that point is sufficient in quality, but lacking in quantity, due to circumstances beyond the

student's control. Furthermore, a written plan for making up the missing work within one semester must be completed by the student. Final determination of whether an incomplete grade will be given is the instructor's decision.

- **SPECIAL NEEDS:** All assignments and quizzes are set up with NO time limits other than the due date and time. So if you need more than an hour to take a test...take more than an hour keeping in mind when the test / assignment shuts off.