



## Human Resources Management

BUA 221 PCI1

Spring 2022

**Number of Credits:** 3  
**Days Class Meets:** N/A  
**Meeting Times:** N/A  
**Location:** Cotton Facility

**Office:** N/A  
**Contact Phone:** N/A  
**Contact Email:** N/A  
**Office Hours:** N/A  
**Online:** N/A

**Instructor:** Dr. Smith

### Course Description

Create and maintain a desirable and productive workplace 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.

### Prerequisite(s)

none

### Course Goals

The primary objectives of this course are the development of critical thinking skills through addressing resources in human resource management. During the course, students will demonstrate critical thinking by citing and analyzing data, discussing alternatives, and proposing solutions to human resource problems in a variety of possible settings.

### Course Objectives

The course goals and objectives incorporate specific General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are in concert with four-year colleges and universities and reflect input from the professional communities we serve. GEOs guarantee students achieve goals necessary for graduation credit, transferability, and professional skills needed in many certification programs. The GEOs and course objectives addressed in this class include the following:

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

## Textbook

- Martocchio, J and Mondy, R. (2016). *Human Resource Management (14th ed.)*. Pearson Education Inc. ISBN: 9780133848809
- Text Book Zero - The textbook is available in a digital format and may be purchased in the bookstore.
- LIBRARY RESOURCES: Students are encouraged to use the library for research and to complete assignments when necessary.

## Grading Procedure

		Points
Chapter Key Terms & Discussion Questions	14 @ 21.4 pts	300
CEO Discussions	10 @ 10 pts	100
BUA 221 Chapter Case Studies	14 @ 14.3 pts	200
Business Core Values & Mission Project	1 @ 150 pts	150
Final Analysis Written Paper	1 @ 150 pts	150
<b>TOTAL</b>		<b>900 pts</b>

## Grading Scale

GPA	Grade Range
4.0	94-100%
3.5	89-93%
3.0	84-88%
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

## Failure

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

## **Academic Honesty Policy**

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

## **Plagiarism**

Plagiarism is defined as the failure to give credit for the use of material from outside sources. Plagiarism includes but is not limited to:

- Submitting other's work as your own

- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation

- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

## **Cheating**

Cheating is defined as obtaining answers/material from an outside source without authorization. Cheating includes, but is not limited to:

- Plagiarizing in any form

- Using notes/books/electronic material without authorization

- Copying

- Submitting others' work as your own or submitting your work for others

- Altering graded work

- Falsifying data

- Exhibiting other behaviors generally considered unethical

- Allowing your work to be submitted by others

## **Accessibility**

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure

accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

## **Support**

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

## **Oasis Center**

During a student's college experience, one might encounter situations that impact their learning environment. When these situations occur, support from the Oasis Center is available to provide short-term assistance. If the situation requires ongoing support, the Oasis Center staff can provide that level of support or will assist the individual in securing an outside agency to provide it.

For more information visit the Jackson College Oasis Center webpage <https://www.jccmi.edu/the-oasis-center/>

## **Health Clinic**

Jackson College has partnered with Henry Ford Allegiance Health to offer healthcare to Jackson College students and employees. The Jackson College Health Clinic (JCHC) is located on Central Campus in the Justin Whiting Hall, Room 111. The caring and professional staff at the JCHC provides quality healthcare, including annual exams (physicals, program physicals and sports physicals), acute and chronic illness care and preventative health care (It's Your Life).

For more information visit the Jackson College Health Clinic webpage <https://www.jccmi.edu/health-clinic/>

## Dental Clinic

Community members may utilize Jackson College Dental Hygiene Clinic, which offers dental hygiene services while helping students gain experience. Students work under the supervision of license dental hygiene instructor and dentist as they offer preventative services.

For more information visit the Jackson College Dental Clinic webpage <https://www.jccmi.edu/dental-hygiene/dental-hygiene-dental-clinic/>

## Course Policies

**ACADEMIC HONESTY AND APPEALS:** Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and any other similar behavior defeats the intent of an examination or other class work.

Cheating on exams, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalog.

## Academic Honesty Policy

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, it can be found at: <https://www.jccmi.edu/wp-content/uploads/StudentCodeOfConduct.pdf>

## Course Components

Key Term Review & Review Questions: Students will define key terms from the chapter. They will answer the discussion questions that are relevant for the chapter. The goal is for students to apply the information and generate discussions to real-world situations and concepts presented in the course.

Assignments/Projects: Students will have projects that will engage them. They will analyze the human resource aspects of a business through various perspectives. Students will complete a business core values and mission project. They will also write a final written paper based on information provided in the course. There will be other presentations required throughout the duration of the course as part of a group and/or individually.

CEO Discussions: Students will compare and contrast short articles from various fields.

BUA 221 Case Studies: Each chapter, students will analyze human resource management issues in companies from various fields and answer 1-3 questions.

CLASS DISCUSSIONS/ PARTICIPATION/ACTIVITIES: Throughout the semester, students are expected to use JPay. Also, if it's allowed, students are encouraged to work in groups to discuss the leader summaries and discussion case studies.

## Course Outline

UNIT #	COURSE	TOPIC	ASSIGNMENTS/ TEST/COMMENTS
1		Introduction, Course Overview Chapter 1: Human Resource Management: An Overview  Chapter 2: Business Ethics and Corporate Social Responsibility  CEO Discussion #1	Review Assignment/ Discussion: Chapter 1 & 2 Key Terms & Review Summary
2		Chapter 3: Equal Employment Opportunity, Affirmative Action, and Workforce Diversity  Chapter 4: Strategic Planning, Human Resource Planning, and Job Analysis  CEO Discussion #2	Review Assignment/ Discussion: Chapter 3 & 4 Key Terms & Review Summary
3		Chapter 5: Recruitment  Chapter 6: Selection  CEO Discussion #3	Review Assignment/ Discussion: Chapter 5 & 6 Key Terms & Review Summary
4		Chapter 7: Performance Management and Appraisal  Chapter 8: Training and Development  CEO Discussion #4	Review Assignment/ Discussion: Chapter 7 & 8 Key Terms & Review Summary
5		BUA 221 Core Values and Mission Project Due  CEO Discussion # 5	Business Core Values and Mission Project Due
6		Chapter 9: Direct Financial Compensation (Core Compensation)  Chapter 10: Indirect Financial Compensation (Employee Benefits)	Review Assignment/ Discussion: Chapter 9 & 10 Key Terms & Review Summary

		CEO Discussion # 6	
7		Chapter 11: Labor Unions and Collective Bargaining Chapter 12: Internal Employee Relations CEO Discussion #7	Review Assignment/ Discussion: Chapter 11 & 12 Key Terms & Review Summary
8		Chapter 13: Employee Safety, Health, and Wellness Chapter 14: Global Human Resource Management CEO Discussion #8	Review Assignment/ Discussion: Chapter 13 & 14 Summary
9		Final Written Essay CEO Discussion #9	Final Written Essay
10		Final Written Essay Due CEO Discussion #10	Final Written Essay Due
	4/30/22	Course Ends	

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

### **Attendance Policy**

Regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams before the last day they are due. If problems occur, there is time to fix them before the deadline. In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate *within the first couple of days of the term* to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic

eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Your participation and attendance are expected weekly. Attendance is counted by your participation in using JPay/email. Your success will depend upon the time you spend working on your course work and communicating with the instructor. JC administration and the federal government require faculty to file attendance regularly. Attendance will be taken each week using JPay/email response. It is expected that each student use JPay. If you are absent the first week of class, you may be dropped. If you are absent for three (3) consecutive check in weeks, you will be dropped from the course.

This syllabus may be amended at any point during the semester. Changes to it will be communicated and students will be responsible for adhering to those changes. Your grade will be based on the points you earn on exams, quizzes, assignments, projects, presentations, and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the Assignment Calendar located at the end of this document.

### **Final Notes**

1. If you are absent from class you are still responsible for all information presented and for turning in, on time, any assignments that are due. If possible, it is a good idea to set up one or two “support” class mates to contact for questions and missed information.
2. In the event of a dispute, both students and faculty should follow the JCC Conflict Resolution Policy. This policy is in the Student Handbook.
3. Withdrawals from the class must be made prior to the date posted in the current schedule of classes book. Students who stop attending class without completing and filing a withdrawal form will receive a grade of 0.0.
4. Incomplete grades will generally not be issued. Unscheduled surgery, or similar circumstances, are really the only reasons for requesting an incomplete course grade.
5. Students requiring special assistance, including those affected by the Americans with Disability Act should contact the Center for Student Success. This is the first step in acquiring supportive accommodations to help you with your courses.