

BUS 362: Human Resource Management

Instructor: Allan McConnell, MS
E-mail: msifdp@earthlink.net
Phone: (719) 547-0165 most evenings
Fax: (719) 549-3139
Address: 379 Liberty Point Place
Pueblo West, CO 81007

COURSE CREDIT: 3 Semester Hours

PREREQUISITES: BUS 361 - Principles of Management

REQUIRED COURSE MATERIALS:

Jackson, S., and Schuler, R.S.(2003) *Managing human resources through strategic partnerships* (8th ed.). New York: South-Western College Publishing. ISBN # 0-324-15265-5. The text may be purchased through the ASC bookstore.

COURSE DESCRIPTION: Analysis of techniques used to organize, motivate, and manage personnel in public or private organizations. Includes case studies and examines current literature and the current legal environment.

COURSE OBJECTIVES:

To order textbooks or obtain information about book titles you may go to www.exstudies.adams.edu and click on the "ASC Bookstore" icon. Use **Section Number: 588** to order books from the Bookstore site.

At the end of this course students should be able to:

1. Describe major activities of human resource management (HR).
2. Describe professionalism in human resource management.
3. Describe the various human resource professionals in the HR department.
4. Indicate changes in domestic and international competition affecting human resource management.
5. Explain how top management's goals and values, organizational strategy, structure, culture, and technology influence human resource management.
6. Explain why companies offer career planning and management programs.
7. Discuss the meaning and importance of reasonable accommodation.
8. Explain the features of the four approaches to job design and make recommendations concerning different job designs to companies.
9. Discuss the purposes and importance of doing job analysis and the ways to collect job analysis information.
10. Discuss sources and methods for obtaining job applicants.
11. Identify legal considerations in selection and placement.
12. Discuss ways the information is used in making selection and placement decisions.
13. Describe the processes and procedures in performance appraisal and identify the many approaches and forms that companies use in gathering appraisal information.
14. Identify different methods of job evaluation and describe how wage and salary levels for jobs are determined.
15. Describe the available merit pay and incentive plans that companies use to motivate employee performance.

16. Describe the numerous legal considerations in indirect compensation.
17. Describe the various public and private protection programs.
18. Describe the purposes and importance of training and development.
19. Explain the role of the HR Department in Total Quality Management.
20. Explain the purposes and importance of employee rights and describe legalities impacting employee rights.
21. Describe the legal context of the union movement.
22. Describe the union organizing campaign.
23. Discuss forms of conflict resolution.
24. Describe the purposes of safety and health in organization.
25. Describe computer technology, HR data and information, and their impact on HR.

COURSE REQUIREMENTS: 12 lessons, 2 exams, and 1 term paper are required in this course. (See the study guide for complete description and instructions.)

GRADE DISTRIBUTION:

<u>Requirements</u>	<u>Points</u>	<u>Percent of Grade</u>	
12 lessons @ 10 points each	120	Approximately	17
Exam One	200	"	28
Exam Two	200	"	28
Term Paper	<u>200</u>	"	<u>28</u>
TOTALS	720		100

GRADING SCALE

- A - 94% of possible points
- B - 88% to 93.9% of possible points
- C - 82% to 87.9% of possible points
- D - 76% to 81.9% of possible points
- F - Less than 76% of possible points