

COURSE SYLLABUS

MBA655: Human Resource Management

Course Description

The course explores personnel management for effective business practices, including employee selection, training, retention, and evaluation. The impact of the human relations factor on organizational effectiveness is also discussed.

General Course Information

Number of Units/Weeks/Sessions	5/5/10
#Hours Lecture/#Hours Laboratory/#Hours HWs*	50/0/100
Prerequisite(s)	None
Corequisite(s)	N/A
Course Developer(s)	M. Lizkay, Ph. D.
Date Approved / Last Review	May 2010 / August 2014

MBA Program Learning Outcomes

- Solve Organizational Problems
- Communicate to a Global Audience
- Make Decisions that Adhere to Legal and Ethical Standards

MSISM Program Learning Outcomes

- Construct a Human Resources Strategic Plan

Learning Outcomes

- Differentiate how to effectively select, place, retain, and train employees
- Discuss critical issues and trends in personnel management
- Evaluate job design and the quality of work life
- Assess key issues in employee rights

Instructional Methods Employed in this Course

- Lecture and reading assignments
- Hands-on exercises and labs
- Peer-to-peer activities
- Research
- Student presentations
- Practical application of theory and skills in authentic design projects
- Build on prior knowledge and experience of students to enhance richness of class activities

Information Resources for this Course

Textbook

Mondy, Wayne, Robert M. Noe, and Shane R. Premeaux (2007). Human

Resource Management, 10th edition. Prentice Hall. ISBN-13: 9780132225953.

Other Materials

Robinson, R., McClure-Franklin, G., and Wayland, R. (2002). The Regulatory Environment of Human Resource Management. Fort Worth, TX: Harcourt. ISBN-13: 9780030258671.

□ **Web Site Readings** HRIM Mall.

Home Page.

<http://www.hrimmall.com/>

(Retrieved August 7, 2012)

HR Management. Home Page.

<http://www.hrmreport.com/> (Retrieved

August 7, 2012)

International Human Resource Information Management. Home Page.

<http://www.ihrim.org/>

(Retrieved August 7, 2012)

McNamara, Carter. Free Management Library: Human Resources Management.

http://www.managementHW.org/hr_mgmnt/hr_mgmnt.htm

(Retrieved August 7, 2012)

Society for Human Resource Management. Home Page.

<http://www.shrm.org/>

(Retrieved August 7, 2012)

Workforce Management. HR Management.

<http://www.workforce.com/section/09/> (Retrieved

August 7, 2012)

Table/Topics & Assignments

Types of Assignments:

Lecture -

Considered Lecture Hours

Classroom Discussion -

Considered Lecture Hours **In**

Class Critique - Considered

Lecture Hours

Delivering Oral Presentations -

Considered Lecture Hours **In**

Class (IC) Exercise -

Considered Lecture Hours

Reading -

Considered Homework (HW), work done outside of class

WebClass lesson (non-online courses) -

Considered HW, work done outside of class **Lab**

Work -Considered Lab Hours **Quiz**,**Midterm or Final -**

Considered Lecture Hours

Session 1						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 1 A	Overview Strategic Human Resource Management	3	0	0	0	
IC EX 1 A	Case Study 1	2	0	0	25	Session 2
ELP 1A	Mondy Chapter 1	0	0	3	0	
ELP 1B	Weekly Thesis Assignment 1	0	0	10	50	Session 3
ELP 1C	Research Paper	0	0	10	100	Session 8
HW 1D	Curricular Practical Training Assignment	0	0	0	80	Session 8
IC EX 1E	In-class Participation	0	0	0	20	Session 1
Total Session 1		5	0	23	275	
Session 2						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 2 A	Business Ethics & Corporate Social Responsibility	2	0	0	0	
LEC 2 B	Workforce Diversity, Equal Employment Opportunity, & Affirmative Action	2	0	0	0	
IC EX 2 A	Case Study 2	1	0	0	25	Session 3
ELP 2A	Mondy Chapters 2 - 3	0	0	6	0	
IC EX 2B	In-class Participation	0	0	0	20	Session 2
Total Session 2		5	0	6	45	
Session 3						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due

LEC 3 A	Job Analysis , Strategic & Human Resource Planning	2	0	0	0	
LEC 3 B	Recruitment	1	0	0	0	
LEC 3C	Selection	1	0	0	0	

IC EX 3 A	Case Study 3	1	0	0	25	Session 4
ELP 3A	Mondy Chapters 4 - 6	0	0	11	0	
ELP 3B	Weekly Thesis Assignment 2	0	0	10	50	Session 5
IC EX 3B	In-class Participation	0	0	0	20	Session 3
Total Session 3		5	0	21	95	
Session 4						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 4 A	Training & Development	2	0	0	0	
LEC 4 B	Performance Management & Appraisal	2	0	0	0	
IC EX 4 A	Case Study 4	1	0	0	25	Session 5
EL P 4 A	Mondy Chapters 7 - 8	0	0	8	0	
IC EX 4B	In-class Participation	0	0	0	20	Session 4
Total Session 4		5	0	8	45	
Session 5						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 5 A	Direct Financial Compensation	2	0	0	0	
LEC 5 B	Benefits , Nonfinancial & Other Compensation Issues	1	0	0	0	
IC EX 5 A	Case Study 5	1	0	0	25	Session 6
ELP 5A	Mondy Chapters 9 - 10	0	0	8	0	
ELP 5B	Weekly Thesis Assignment 3	0	0	10	50	Session 5
EXAM 5 A	Prepare for Mid-Term	1	0	0	0	
IC EX 5B	In-class Participation	0	0	0	20	Session 5
Total Session 5		5	0	18	95	
Session 6						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 6 A	A Safe & Healthy Work Environment	3	0	0	0	
IC EX 6 A	Case Study 6	1	0	0	25	Session 7
ELP 6A	Mondy Chapter 11	0	0	4	0	
EXAM 6 A	Midterm Exam	1	0	0	100	

IC EX 6B	In-class Participation	0	0	0	20	Session 6
Total Session 6		5	0	4	145	
Session 7						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 7 A	Labor Unions & Collective Bargaining	2	0	0	0	
LEC 7 B	Internal Employee Relations	2	0	0	0	
IC EX 7 A	Case Study 7	1	0	0	25	Session 7
ELP 7A	Mondy Chapters 12 - 13	0	0	7	0	
ELP 7B	Weekly Thesis Assignment 4	0	0	10	50	Session 9
IC EX 7B	In-class Participation	0	0	0	20	Session 7
Total Week 7		5	0	17	95	
Session 8						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 8 A	Global Human Resource Management	4	0	0	0	
IC EX 8 A	Case Study 8	1	0	0	25	Session 9
ELP 8A	Mondy Chapter 1 4	0	0	4	0	
CPT	Curricular Practical Training Assignment	0	0	0	0	Session 8
IC EX 8B	In-class Participation	0	0	0	20	Session 8
IC EX 8C	Research Paper	0	0	0	0	Session 8
Total Session 8		5	0	4	45	
Session 9						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LE C 9 A	Team Presentations	4	0	0	0	
EX AM 9 A	Prepare for Final	1	0	0	0	
Total Session 9		5	0	0	0	
Session 10						
Type	Topic/Description	LEC Hours	LAB Hours	HW Hours	Point Value	Due
LEC 10 A	Team Presentations	4	0	0	60	
EXAM 1 0 A	Final Exam	1	0	0	100	
Total Session 10		5	0	0	160	

Course Hours Summary

Session	Topic	LEC Hours	LAB Hours	HW Hours
1	Introduction	5	0	23
2	Ethical, Social, & Legal Considerations	5	0	6
3	Staffing	5	0	21
4	Human Resource Development	5	0	8
5	Compensation	5	0	18
6	Safety & Health	5	0	4
7	Labor Unions & Collective Bargaining	5	0	17
8	Operating in a Global Environment	5	0	4
9	Team Presentations - Quiz	5	0	0
10	Team Presentations - Final	5	0	0
Total		50	0	101

Table/Point Breakdown

Session	Assignment	Possible Points	Percent of Grade
1,3,5,7	Weekly Thesis Assignments 1-4	200	20%
1 -8	Case Studies 1- 8	200	20%
8	Curricular Practical Training	80	8%
1	Research Paper	100	10%
1	Team Presentations	60	6%
6	Mid-Term Exam	100	10%
10	Final Exam	100	10%
1-8	In-class Presentation	160	16%
Total		1000	100%

Weekly Thesis Assignments

The primary purpose of the Weekly Thesis Assignments is to prepare each graduate student at Coleman University for the final Master's Thesis.

Each week, students will submit additional progress toward his or her chosen thesis topic. Progress toward the thesis will include a minimum of three (3) pages of new content toward the thesis and cite no fewer than three (3) scholarly sources.

Each weekly submission should include a highlighted section indicating the new content from the previous week. New content could either be completely new material, or revision to existing material based on feedback provided by your Thesis Mentor or Teaching Assistant.

At the end of Week 3, each student will provide an in-progress review submission to his or her Thesis Mentor via WebClass in the Thesis In Progress section. The Thesis Mentor will provide feedback regarding the framework and approach each

student is taking and provide general guidance regarding completion. This in addition to the Weekly Thesis Assignment submission is graded by the course Teaching Assistant.

Your Grades for this Course

Your final grade for this course will be based on an assessment by the Instructor of your performance on a number of course activities, which may include objective tests, classroom exercises, laboratory demonstrations, project papers, or other types of activities. The chart below indicates in what activities you will engage, how many possible points can be earned for each activity, and the percentage of your final grade that will be accounted for by each activity.

Students in this course should be graded following Coleman University assessment practices and policies. A point system is used in the University to indicate student performance on various required activities or projects. For this course, it is recommended that points be distributed as follows:

Coleman University Grade Assignment Policy:

Percent	Letter Grade	Grade Points
94-100	A	4
90-93	A-	3.67
87-89	B+	3.33
84-86	B	3
80-83	B-	2.67
77-79	C+	2.33
74-76	C	2
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1
60-63	D-	0.67
N/A	INC	0
N/A	W	0
60 or above	CR	0
59 or below	NC	0
N/A	I	0
N/A	W	0
N/A	AU	0
N/A	TR	0
N/A	WV	0

Legend	
CR = Credit	NC = No Credit
I = Incomplete	W = Course Withdrawal
AU = Audit	TR = Transfer Credit

Academic Accommodation / Adjustment Policy:

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Coleman University offers accommodations to students with documented physical, psychological, and/or cognitive disabilities. Coleman University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to offer equal educational opportunities to qualified disabled individuals.

To qualify for an academic accommodation under ADA, the student must provide adequate documentation of a disability. Students seeking academic accommodations should contact the campus ADA Coordinator at 858-966-3953 or via email at ada@coleman.edu. The ADA Coordinator will review the documentation provided and verify ADA coverage. Students covered under ADA must meet with the ADA Coordinator at the beginning of every term to determine the appropriate academic accommodations. Failing to meet with the ADA Coordinator at the beginning of every term may impact the availability of accommodations.

After the academic accommodations have been determined, the students' instructors will be notified by the ADA Coordinator. If any problems or concerns regarding the provision of accommodations occur, the student must inform the ADA Coordinator. If the student feels accommodation is not being made appropriately, the student may follow the published Student Grievance Procedures.