

MERCER COUNTY COMMUNITY COLLEGE

BUS 240
Course Number

Human Resource Management
Course Title

3
Credits

3
Class Hours

0
Laboratory Hours

Business
Division

15 Weeks
Length of Semester

Text: Title: Human Resource Management
Author: Gary Dessler
Publisher: Pearson Prentice Hall
Edition: 11th

Catalog Description:

Study of the typical operations of a personnel office including determination of manpower requirements, the employment process, and the maintenance and control of the staff through wage and salary administration, insurance, safety, discipline, and employee relations. Secondary emphasis is on fringe areas such as morale, research, and preparation for collective bargaining.

Prerequisites: None

Corequisites: None

Ellen A. Benowitz
Course Coordinator

Instructor's Name _____
Time/Location _____
Office/Phone Nos. _____
Office Hours _____
E-Mail _____

For purposes of writing competency the student must:

- (1) Research at least five current articles pursuant to the topics being studied during the semester.
- (2) Be prepared to present the articles orally to the class.
- (3) Submit the papers assigned by the instructor.

Article Preparation:

- (1) Each article must be as current as possible (within one calendar year).
- (2) Each article should be summarized in the student's own words.
- (3) Each article must also be critiqued; that is to say, the author's main ideas should be brought to bear relative to their efforts on current situations.

Suggested Sources for Article Reports:

Journal of Applied Management Studies
 Management Review
 Newsweek
 Public Personnel Management
 Journal of Small Business Management
 Executive Excellence
 Harvard Management Update
 Christian Science Monitor
 CMA Management
 Incentive
 Fast Company
Workforce
 Academy of Management Journal
 Academy of Management Review
 Journal of Applied Psychology
 Journal of Vocational Behavior
 Personnel Psychology
 Journal of Business and Psychology
 Journal of Training Research
 Journal of Organizational Review
 Organizational Behavior and Human Decision Processes
 Journal of Management
 Human Resource Management Review

Required Format

Name: _____ Section: _____

A REACTION PAPER

Title of Article:

Source and Date:

Author:

Summary of Article:

Reaction and Recommendation:

Course Grade Evaluation:

| | |
|--|-------------|
| Quizzes | 40% |
| 4 Hourly Exams (dates to be announced) | 40% |
| Reaction Papers, Class Assignments, and Attendance | <u>20%</u> |
| Final Grade | <u>100%</u> |

Grading system revisions***Fall 2004***

The revised system features four new grades (A-, B+, B- and C+) that provide instructors more options for differentiating levels of student performance among those who earn credit for a course. The official policy (OMB 402) reads as follows:

COURSE GRADES (Effective Fall 2004)

| Letter grade | Nominal % | Definition | QPA quality points |
|---------------------|---|--|---------------------------|
| A | 93-100 | Superior achievement | 4.0 |
| A- | 90-92 | | 3.7 |
| B+ | 87-89 | | 3.4 |
| B | 83-86 | Above average achievement | 3.0 |
| B- | 80-82 | | 2.7 |
| C+ | 77-79 | | 2.4 |
| C | 70-76 | Average achievement | 2.0 |
| D | 60-69 | Minimally passing | 1.0 |
| F | 0-59 | Academic failure | 0.0 |
| S | 70-100 | Satisfactory (comparable to C or higher) | NA |
| NC | 0-69 | No credit | NA |
| X | | Audit | NA |
| CR | | Credit by examination or experience | NA |
| W | | Withdrawal – student-initiated | NA |
| WI | | Withdrawal – instructor-initiated | NA |
| WA | | Withdrawal – administration-initiated | NA |
| | | | |
| N | | No grade reported by instructor | NA |
| IP | | Course is still in progress | NA |
| I | Incomplete – no credit earned <i>I indicates that the instructor is affording the student extra time to earn a grade in the course. The amount of extra time is determined by the instructor, up to a maximum of 16 calendar weeks after grades are submitted. An I which has not been resolved within 16 calendar weeks is changed to an F or NC grade, as appropriate to the course.</i> | | NA |

Note: All test questions will relate to the chapter objectives indicated at the beginning of each chapter. All of the chapter objectives as stated in your text will be accomplished with at least 60% accuracy level. Objectives will be measured utilizing at least one (1) of the following testing methods:

- (a) Essay questions
- (b) Objective – True, False, Matching, or Multiple Choice type questions
- (c) A combination of Essay and Objective type questions

Academic Integrity Statement:

“A student who (a) knowingly represents work of others as his/her own; (b) uses or obtains unauthorized assistance in the execution of any academic work; or (c) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized.” (Student Handbook)

Classroom Conduct Statement:

It is the student’s responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during class sessions. Engaging in private, side conversations during class time is distracting to others students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, it is not appropriate. **Beepers and cell phones should be turned off during class. Answering a Beeper or cell phone during class is not permitted.**

The college welcomes all students into an environment that creates a sense of community and pride and respect; we are all here to work cooperatively and to learn together.

Testing Schedule:

- Exam 1 Chapters 1, 2, 3, and 4
- Exam 2 Chapters 5, 6, 7, and 8
- Exam 3 Chapters 9, 10, 14, and 16
- Exam 4 Chapters 11, 12,13, 15 and 17

Weekly Assignments:

1. Read assigned chapter(s) and be able to answer chapter objectives
2. Be prepared to discuss the questions at the end of the chapter.
3. Project and cases to be assigned.
4. Be prepared to take quiz on text material and lecture.

After completing the above mentioned activities you should have learned to successfully answer the objectives listed at the beginning of each chapter.

Week 1 ◇ Chapter 1 Introduction to Human Resource Management

Week 2 ◇ Chapter 2 Equal Opportunity and the Law

Learning Activities

Week 3 ◇ Chapter 3 Strategic Human Resource Management and the HR Scorecard

Week 4 ◇ Chapter 4 Job Analysis

Week 5 ◇ Recruitment, Testing and Selection
Chapter 5 Personnel Planning and Recruiting
Chapter 6 Employment Testing and Selection

Week 6 ◇ Chapter 7 Interviewing Candidates

Week 7 ◇ Chapter 8 Training and Developing Employees

Week 8 ◇ Chapter 9 Performance Management and Appraisal
Chapter 10 Managing Careers

Week 9 ◇ Chapter 14 Ethics, Justice and Fair Treatment

Week 10 ◇ Chapter 16 Employee Safety and Health

Week 11 ◇ Chapter 11 Establishing Strategic Pay Plans

Week 12 ◇ Chapter 12 Pay for Performance and Financial Incentives

Week 13 ◇ Chapter 13 Benefits and Services

- Week 14 ◇ Chapter 15 Labor Relations and Collective Bargaining
- Week 15 ◇ Chapter 17 Managing Global Human Resources