

Course Title: Human Resources Management
 Title 5 Category: Degree Applicable
 Method of Instruction: Online
 Grading: Credit

STUDENT LEARNING OUTCOMES

- A. Upon completion of this course the student will be able to:
 - a. Describe the make up of the 21st century corporation.
 - b. Link employees' attitudes to employee satisfaction, customer satisfaction, and employee retention.
 - c. Identify and apply components of effective policies for training in sexual harassment, diversity, downsizing and dealing with disabled employees and job applicants.
 - d. Apply business strategy used with workforce planning concepts for recruiting, staffing, training, and performance management.
 - e. Compare and contrast employee compensation systems.
 - f. Discuss the role of unions in the modern organization.
- B. Critical Thinking Tasks
 - a. Discussion board responses
 - b. Scenario critiques
 - c. Critical responses to classmates on discussion board
 - d. Research assignments
- C. Measurement of Student Learning Outcomes
 - a. Participation on Discussion Board
 - b. Weekly quizzes
 - c. Midterm exam
 - d. Final Paper
 - e. Final Objective Exam

BASIS FOR GRADES

Discussion Posts (class participation)	25%
Weekly Quiz	10%
Midterm	15%
Final Paper	25%
Final Exam	<u>25%</u>
Total	<u>100%</u>

THE *FINAL PAPER AND FINAL EXAM* ARE MANDATORY FOR A PASSING GRADE; REGARDLESS OF ONES' POINT TOTALS, THESE ITEMS MUST BE COMPLETED IN ORDER TO RECEIVE CREDIT IN THIS COURSE.

REQUIRED READING, WRITING AND OTHER OUTSIDE-OF-CLASS ASSIGNMENTS:

Throughout the duration of the course 3 hours of study are required for each unit of credit. Two hours of independent study are required for each hour of lecture. Outside of regular class time the student in the class may be doing the any of the following:

- Reading case studies and/or articles, viewing video clips/multimedia and other pertinent material.

- Responses to most discussion assignments may require research and should be answered in at least 1 paragraph.
- Final Paper must be completed as follows:
 - Include data collection via research; combination of internet, magazine, journals, books, etc.
 - Will be graded on the following items:
 - Typed in a word processor that can be read in MSOffice or MSWorks software (Openoffice.org provides a **free** office suite program that can be read in Microsoft Office)
 - Proofread and spell checked
 - Contain appropriate use of quoting research for:
 - Cited references
 - Use of standard MLA format
 - Additional requirements may be added to the final paper after the session begins at the instructor's discretion. You will be notified of any changes in advance.

COURSE OUTLINE

Session 1	Course Introduction Productivity, Quality of Work Life, Profits
Session 2	Chapters 1, 2, and 3 HR Environment
Session 3	Chapters 4, 5, and 6 HR Environment and Employment
Session 4	Chapters 7, 8, and 9 Employment and Development
Session 5	Mid-course Review and Final Paper Requirements Midterm
Session 6	Chapters 10, 11, and 12 Managing Careers and Employee Compensation
Session 7	Chapters 13 and 14 Labor-Management Concerns
Session 8	Chapters 15 and 16 HR Support and International Implications
Session 9	Course Review Final Paper Due Final Exam

TEXT/MATERIALS

The textbook is: *Managing Human Resources: Productivity, Quality of Work Life, Profits*, 8th Ed. by Wayne F. Casio published by McGraw-Hill/Irwin and must be purchased by the student. Additional materials are provided by the instructor.