BMT 201 - Human Resource Management

Course Description

This course examines how human resource management contributes to the effective management of an organization. Students explore techniques and strategies for the best approaches to staffing, and employee development and performance. The legal environment of human resource management is also covered.

Required Materials

Title: Human Resource Management
Author: Dessler, Gary
Edition: 12th 11
ISBN: 9780136089957
Publisher: Pearson
Visit: http://worwic.bncollege.com or stop by the bookstore on campus

Resources

Many helpful links are available in Blackboard’s Course Tools - WebLinks.


APA formatting will be utilized unless otherwise noted.

Technology Requirements

Access to a personal computer (home, school or office) with the following specifications:

- Any computer used should be capable of running current versions of Netscape Navigator, Internet Explorer 6.0 or above, Firefox or Mozilla. If you utilize older versions, there may be compatibility problems with Blackboard™.
- Printer
- Modem/Cable to connect to Internet
- Internet access
- Microsoft Office (Word, Excel and PowerPoint—MS Publisher may be helpful)

Note - If any of these materials are not available from a PC at home or work, you will need to use the Open Computer Lab in the Maner Technology Center (MTC 200), the Resource Centers in Henson Hall and the Workforce Development Center to complete the required assignments. “Not having a computer” and/or “computer crash” are not acceptable excuses for not completing work.
Course Objectives

Upon successful completion of this course the student will:

1. **Describe the Human Resource (HR) function and fit in an organization**
   - **Assessment Goals**
     - Identify the responsibilities of the HR function
     - Explain the strategic role of HR in an organization
     - Outline the legal environment of concern to human resources management
     - Cite the main features of discrimination law and company programs designed to address discrimination
   - **Assessment Strategy**
     - Case Studies/Research
     - Discussion
     - Exams
     - Final Exam

2. **Describe how human resource needs are met**
   - **Assessment Goals**
     - Describe how companies perform recruitment and placement of human resources
     - Sequence and describe the steps in job analysis
     - Sequence and describe the steps in personnel planning and recruiting
     - Describe validated tests and defend the use of validated employee candidate testing in the selection process
     - Identify the ethical concerns with testing and background checks
     - List types of selection interviews and usefulness of each
     - Describe an effective interviewer
   - **Assessment Strategy**
     - Case Studies/Research
     - Discussion
     - Exams
     - Final Exam

3. **Recognize how human resource effectiveness is developed**
   - **Assessment Goals**
     - Describe the training process and how training needs are identified
     - List a variety of training methods
     - Describe the appraisal process and various performance appraisal tools
     - Outline characteristics of an effective appraisal interview and process
     - Describe the employee and employer roles in career development
     - Describe the issues to consider when making promotions
   - **Assessment Strategy**
     - Case Studies/Research
     - Discussion
     - Exams
     - Final Exam

4. **Appreciate the complexities of employee compensation**
   - **Assessment Goals**
     - List factors to consider when determining pay rates for a variety of positions
     - Explain how to establish pay rates
     - Discuss performance/incentive based pay and linkage to employee motivation
     - Identify the main incentive based compensation programs for individual employees
     - Describe possible employee benefits that companies can offer
     - Identify trends and future direction of employee benefits
   - **Assessment Strategy**
     - Case Studies/Research
     - Discussion
     - Exams
     - Final Exam

5. **Recognize employee relations**
   - **Assessment Goals**
     - Discuss HR role in influencing ethical behavior in the workplace
     - Describe the proper way to manage discipline and dismissal
     - Discuss HR role in working with unions
     - Describe the unionization process and how HR should manage a union drive
     - Describe OSHA’s role in the workplace and HR responsibility for compliance with OSHA regulations
     - Identify issues of employee safety, health and security
     - List the HR challenges of international business
   - **Assessment Strategy**
     - Case Studies/Research
     - Discussion
     - Exams
     - Final Exam
Course Guidelines

Student Responsibility

If an emergency prevents you from attending class, it is YOUR responsibility to find out what happened in class that day and complete all missed assignments prior to attending the next class. The responsibility for obtaining and completing all missed work rests solely upon the student.

General Expectations

- Complete all assigned readings by the date assigned
- Study both the text and any provided materials, as assigned.
- Blackboard™ is our communication tool and will be used to enhance our learning experience. As such, you must become familiar with and feel comfortable using the Internet, sending/receiving e-mail with attachments, and have basic skills using Microsoft Office.
- Complete assignments, exams, and coursework individually and honestly, except when assigned in a group.
- Be conscientious of scheduled posting dates within Blackboard™, highly motivated to read materials, and complete and submit assignments using Blackboard™ and technology.
- While you can write in a conversational tone, pay attention to basic rules of grammar in all correspondence - Use standard spelling, punctuation, and capitalization. THERE IS NOTHING WORSE THAN AN E-MAIL SCREAMING A MESSAGE IN ALL CAPS or trying to decipher a message written in “Texting” style.

Communication

Class and online activities are designed to support and extend the text materials and communication and attendance are strongly encouraged. Attendance, whether it be in the classroom or logging into Blackboard™ will be a consideration for the class participation grade. You are adults and the belief is that you can make the decision to actively participate – in the classroom and online.

A minimum Blackboard™ login schedule should be twice a week. Various Web 2.0 tools will also be used to explore communication avenues, so be prepared and conscientious of posted dates for each tool used. In Blackboard™ you should check your e-mail, and be conscientious of the assignment due dates. Any questions or concerns will be addressed via Blackboard e-mail, so please do not hesitate to contact me.

Assignments

Assignment due dates with a midnight deadline will be posted in Blackboard™. Technological difficulties do occur. If you find yourself in this situation and you notify me, assignments will be accepted via e-mail.

Course Requirements and Grading

<table>
<thead>
<tr>
<th>Class Participation</th>
<th>15%</th>
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</thead>
<tbody>
<tr>
<td>(General Education Objectives 1,2,3,7,8)</td>
<td></td>
</tr>
<tr>
<td>(Course Objectives, 1,5)</td>
<td></td>
</tr>
</tbody>
</table>

Since participation is essential to your learning process, your final grade for the course will include how well and how much you participate. Involving yourself in what you are studying facilitates effective learning and since many organizations use virtual methods of communicating, the technology that we use will help prepare you for the workplace.
Class Participation (continued)

Your participation will be evaluated through:

1. Discussion Postings/Classroom Participation
2. Chat Room Discussions
3. Weekly Check In
4. Learning Teams

Case Studies
(General Education Objectives (1,2,3)
(Course Objectives, 1,2,3,4,5)

Case studies help us to understand and apply our understanding of the materials in our text. Our text is broken down into five (5) basic units:

<table>
<thead>
<tr>
<th>Unit</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction - Chapters 1, 2 and 3 (Objective 1)</td>
<td>2 case studies</td>
</tr>
<tr>
<td>Recruitment and Placement - Chapters 4, 5, 6, and 7 (Objective 2)</td>
<td>2 case studies</td>
</tr>
<tr>
<td>Training and Development - Chapters 8, 9, and 10 (Objective 3)</td>
<td>2 case studies</td>
</tr>
<tr>
<td>Compensation - Chapters 11, 12, and 13 (Objective 4)</td>
<td>2 case studies</td>
</tr>
<tr>
<td>Employee Relations - Chapters 14, 15, 16, 17, and 18 (Objective 5)</td>
<td>2 case studies</td>
</tr>
</tbody>
</table>

There are a total of 18 case studies available. You must make a selection of two case studies from each grouping for a minimum of 10.

HRM Journal (Writing Assignment)
(General Education Objectives (1,2,3,5,7,8)
(Course Objectives, 1,2,3,4,5)

Throughout the session, you will identify relevant HRM articles from local, regional, national, and international news sources. You will collect at least 8 articles from various sources that should span the current year, and you will write a one page analysis for each. The intention of this exercise is to provide you with the opportunity to:

1. Conduct research on current HRM trends
2. Understand current HRM policies
3. Understand the challenges and strategies for addressing HRM issues

Specific details will be provided in Blackboard™.

HRM Team Project – Policies & Procedures (Electronic Assignment)
(General Education Objectives (1,2,3,5,6,7,8)
(Course Objectives, 1,2,3,4,5)

The team project will allow students to demonstrate the degree to which they can collaborate effectively on a team, both in the classroom and online, as they plan and prepare appropriate HRM processes and policies.

Each team will utilize technology to research and put together an electronic presentation. Elements that will be included:

1. Hiring Plan
2. Ethical Issues
HRM Team Project – Policies & Procedures (Electronic Assignment) (continued)

3. Job Descriptions
4. Performance Appraisal Plan
5. Interviewing Strategies
6. Training Plan
7. Compensation Plan
8. Employee Safety and Security

Specific details will be provided in Blackboard™.

Quizzes
(General Education Objectives (1,2,3,8)
(Course Objectives, 1,2,3,4,5)

10%

You are required to complete five (5) quizzes:

Unit

Introduction - (Objective 1) Quiz 1 - Chapters 1, 2, and 3
Recruitment and Placement - (Objective 2) Quiz 2 - Chapters 4, 5, 6, and 7
Training and Development - (Objective 3) Quiz 3 - Chapters 8, 9, and 10
Compensation - (Objective 4) Quiz 4 - Chapters 11, 12, and 13
Employee Relations - (Objective 5) Quiz 5 - Chapters 14, 15, 16, 17, and 18

Exam 1 – Chapters 1-7
(General Education Objectives (1,2,3,8)
(Course Objectives, 1,2)

10%

Exam 2 – Chapters 8-13
(General Education Objectives (1,2,3,8)
(Course Objectives, 3,4,5)

10%

Comprehensive Final – Chapters 1-18
(General Education Objectives (1,2,3,8)
(Course Objectives, 1,2,3,4,5)

20%

Grading Scale

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A = 90 – 100</td>
<td>100</td>
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<tr>
<td>B = 80 – &lt; 90</td>
<td>100</td>
</tr>
<tr>
<td>C = 70 – &lt; 80</td>
<td>100</td>
</tr>
<tr>
<td>D = 60 – &lt; 70</td>
<td>100</td>
</tr>
<tr>
<td>F = &lt; 60</td>
<td>100</td>
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</tbody>
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Academic Honesty Policy (GEO 8)

Students are expected to maintain a high level of academic performance. Cheating and plagiarism are defined in Wor-Wic’s Student Conduct Policy (appendix of College Catalog). Infractions of this policy will result in the student’s failure for the assignment or test.

Kimi Lichty • klichty@worwic.edu • (410) 334-2910

Fall 2010
### Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>First Scheduled Day of BMT 201 - Human Resource Management</td>
<td>August 24, 2010</td>
</tr>
<tr>
<td>Last Day to Add courses for Fall I</td>
<td>August 27, 2010</td>
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<tr>
<td>Last Day to Drop courses for Fall I</td>
<td>September 2, 2010</td>
</tr>
<tr>
<td>Withdrawal Period</td>
<td>Sept. 3 – Sept. 30, 2010</td>
</tr>
<tr>
<td>Final Exams for Fall I</td>
<td>Oct. 15-16, 2010</td>
</tr>
<tr>
<td>Comprehensive Final Exam for BMT 201 - Human Resource Management</td>
<td>Friday, October 15, 2010</td>
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*The greatest tragedy in America is not the destruction of our natural resources, though that tragedy is great. The truly great tragedy is the destruction of our human resources by our failure to fully utilize our abilities, which means that most men and women go to their graves with their music still in them."

Oliver Wendell Holmes