

Human Resource Management (HRPO 2301)



Credit: 3 semester credit hours (3 hours lecture, 0 hours lab)

Prerequisite/Co-requisite: None

Course Description

Behavioral and legal approaches to the management of human resources in organizations.

Required Textbook and Materials:

Human Resource Management, v. 1.0, by Laura Portolese Dias

eISBN: 978-1-4533-2912-2

FREE textbook (download) in PDF or WORD formats

<http://www.saylor.org/books>

OPTIONAL MATERIALS: (purchase online or hard copy text)

<https://students.flatworldknowledge.com/course/2470089>

Course Objectives

Upon completion of this course, the student will be able to:

1. Describe and explain the development of human resources management
2. Evaluate current methods of job analysis, recruitment, selection, training/development, performance management, promotion, and separation.
3. Discuss management's ethical, social, and legal responsibilities.
4. Assess methods of compensation and benefits planning
5. Analyze the role of strategic human resource planning in support of organizational mission and objectives.

Course Outline

1. The Nature of Human Resource Management.
2. The Legal Environment.
3. The Global Environment.
4. The Competitive Environment.
5. Information for Making Human Resource Decisions.
6. Organizational Form and Structure.
7. Recruitment and Selection.
8. Managing the Diverse Workforce.
9. Compensation and Benefits.
10. Performance Appraisal and Career Management.
11. Managing Labor Relations.
12. Safety, Health, Well-Being, and Security.
13. Motivation at Work.
14. Performance Enhancement Techniques.

Grade Scale

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|----------|---|
| 90 – 100 | A |
| 80 – 89 | B |
| 70 – 79 | C |
| 60 – 69 | D |
| 0 – 59 | F |

Course Evaluation

Final grades will be calculated according to the following criteria:

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|---------------|---------|
| 1. Exam #1 | 33 1/3% |
| 2. Exam #2 | 33 1/3% |
| 3. Final Exam | 33 1/3% |

FINAL EXAM: MONDAY, MAY 9, 10am

Course Requirements

1. Satisfactory exam grades.
2. Satisfactory attendance.
3. Satisfactory utilization of online component included with textbook

Course Policies

1. A grade of 'C' or better must be earned in this course for credit toward degree requirement.
2. Proper classroom decorum must be maintained at all times.
3. No DISRUPTIONS will be tolerated and in this classroom, we will respect one another's right to learn.
4. No food, drinks, or use of tobacco products in class.
5. Cell phones, headphones, and any other electronic devices must be turned off while in class unless being used for a legitimate classroom purpose such as taking notes or accessing a digital textbook.
6. Do not bring children to class.
7. Do not walk out of class early without talking to me before the class begins.
8. Academic Dishonesty will be dealt with most strictly - An automatic F for the semester, plus a report will be filed.
9. On exam day, all desks MUST be clear except for exam materials. All purses, backpacks, notebooks, papers, etc. should be stored under the desks and out of your line of sight - including CELL PHONES and other digital devices. Please do NOT be late on exam days.

10. No late assignments will be accepted.
11. Makeup exams will not be given, unless arranged for in advance. If you miss an exam (including the final) for any reason, without making arrangements with me prior to the exam, you will receive a zero on that exam.
12. Exams (including the final) will begin on time. If you are more than 5 minutes late for the exam, you may not be allowed to take it.
13. If you wish to drop a course, the student is responsible for initiating and completing the drop process. If you stop coming to class and fail to drop the course, you will earn an 'F' in the course.
14. Attendance is expected and required.
15. Additional class policies as defined by the individual course instructor.

Disabilities Statement

The Americans with Disabilities Act of 1992 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. Among other things, these statutes require that all students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodations for their disabilities. If you believe you have a disability requiring an accommodation, please contact the Special Populations Coordinator at (409) 880-1737 or visit the office in Student Services, Cecil Beeson Building.
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Course Schedule (Subject to Change)

| Week of | Topic | Reference |
|----------------|---|------------------|
| Week 1 | The Role of Human Resources | Chapter 1 |
| Week 2 | Developing and Implementing Strategic HRM Plans | Chapter 2 |
| Week 3 | Diversity and Multiculturalism | Chapter 3 |
| Week 4 | Recruitment | Chapter 4 |
| Week 5 | Selection | Chapter 5 |
| Week 6 | Compensation and Benefits | Chapter 6 |
| Week 7 | Retention and Motivation | Chapter 7 |
| Week 8 | Training and Development | Chapter 8 |
| Week 9 | Successful Employee Communication | Chapter 9 |
| Week 10 | Managing Employee Performance | Chapter 10 |
| Week 11 | Employee Assessment | Chapter 11 |
| Week 12 | Working with Labor Unions | Chapter 12 |

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|---------|--------------------------------|------------|
| Week 13 | Safety and Health at Work | Chapter 13 |
| Week 14 | International HRM | Chapter 14 |
| Week 15 | Final Exam Review | |
| Week 16 | Final Exam, Monday May 9, 10am | |

Contact Information:

Instructor: Ira Wilsker
Office: Office 216, Technology Center
Telephone: (409) 880-8193
E-mail: ira.wilsker@lit.edu (PREFERRED METHOD OF CONTACT!)
Office Hours: Will be posted on BLACKBOARD

OTHER ANNOUNCEMENTS:

All classes are video recorded using PANOPTO
You can view the recorded class lectures on BLACKBOARD
The ACADEMIC CALENDAR will be posted on BLACKBOARD