

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

BUSI 342

HUMAN RESOURCES MANAGEMENT

COURSE DESCRIPTION

Introduces the student to the human resources/personnel functions. Topics covered include: recruitment, assessment, compensation, motivation, appraisal, development, legal environment, labor relations, employee relations, etc. Emphasis on how managers can deal with and utilize the human resources function.

RATIONALE

Most HRM courses are designed for current or future HRM professionals; this course is presented from the general manager's perspective. Managers, whatever their department or function, work with people and are constantly faced with people issues. While the HRM Department can offer assistance in some areas, it is management's responsibility to resolve most of these issues. This course is a review of many of the important people issues confronted in organizations. It will provide a knowledge base in basic human resource topics and an in-depth review of the important current issues in the field.

I. PREREQUISITES

None

II. REQUIRED RESOURCE PURCHASES

Click on the following link to view the required resources for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with Internet access (broadband recommended)
- B. Microsoft Word
(Microsoft Office is available at a special discount to Liberty University students.)

IV. MEASURABLE LEARNING OUTCOMES

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

1. Establishing the HR function.
 - 1.1 Identify the key functions and roles of the HR function.
 - 1.2 Discuss current trends impacting corporations and the human resources response.
 - 1.3 Describe the major federal employment laws and organizational compliance strategies.
 - 1.4 Define the elements of job analysis and design and its impact of HR.
2. Acquiring and preparing human resources.
 - 2.1 Discuss the elements of an HR plan and its impact on the organization.
 - 2.2 Identify the elements of the selection process that best meets the organizations goals and legal requirements.
 - 2.3 Describe how to plan and implement a training plan that maximizes organizational capabilities.
3. Assessing performance and developing employees.
 - 3.1 Describe the major performance management processes and sources of performance information.
 - 3.2 Discuss the steps in the career management process and identify career management strategies.
 - 3.3 Explain the progressive disciplinary process.
4. Compensating human resources and labor relations.
 - 4.1 Discuss internal and external equity issues within individual job pay structure design.
 - 4.2 Identify strategies to reward group performance.
 - 4.3 Summarize common benefits and their impact of recruitment and retention.
 - 4.4 Describe contract negotiations and their impact on the organization and its employees.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Discussion Board forums (4)

There will be four Discussion Board forums in this course. At the beginning of each module introducing a new forum, the instructor will post a discussion question. Each student will be required to write a response to this question in a new thread. Responses must include supporting material from an external source (e.g. scholarly, peer-reviewed journal), and the course text or presentation materials. Responses must contain proper APA formatting for all materials used. Discussion Board responses must be at least 150 words which is the minimum effort. Refer to the Discussion Board Thread Grading Rubric for more details. Students are encouraged to include appropriate biblical references within their responses to further demonstrate their biblical worldview.

The following week, each student will be required to post a substantive written response to at least two other students' posted threads. These responses must be at least 150 words and should include supporting material from the text, external sources or relevant personal experience. Materials from the text or other sources must be properly APA formatted. Merely stating an opinion is not considered as achieving course objectives. Refer to the Discussion Board Reply Grading Rubric for more details.

Discussion Board posts are due by 11:59 p.m. (ET) on Monday of the assigned module/week with the exception of the Discussion Board Forum 4 replies, which are due by 11:59 p.m. (ET) on Friday of Module/Week 8.

- C. Collaborative Learning Project

Students will be put into teams at the beginning of the course. Each team will be responsible for reading the Stanford Business Case, and then will work collaboratively on a 10-page case response complying with the formatting and content instructions detailed in the Collaborative Learning Project Instructions document found in the Assignment Instructions folder. Members of each team will regularly interact in their Group Discussion Board to complete the project, which is due by 11:59 p.m. (ET) on Monday in Module/Week 7.

- D. Exams (2)

This course includes two exams, a mid-term (covering Noe: chapters 1–7), and a final (covering Noe: chapters 8–14). The exams are open-book and are comprised of 50 true-false and/or multiple choice questions. Students will have 1.5 continuous hours to complete each exam. The Mid-term Exam is due by 11:59 p.m. on Monday of Module/Week 4, and the Final Exam is due by 11:59 p.m. (ET) on Friday of Module/Week 8.

VI. COURSE GRADING AND POLICIES**A. Points**

Discussion Board forum threads (4 at 80 pts ea)	320
Discussion Board forum replies (4 at 40 pts ea)	160
Collaborative Learning Project	120
Midterm Exam (Chapters 1-7)	150
Final Exam (Chapters 8-14)	250
Total	1000

B. Scale

A = 900–1000 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations.

COURSE SCHEDULE

BUSI 342

Textbooks: Noe, et al., *Fundamentals of Human Resource Management* (2011).
Liberty University, *BUSI 342: Human Resource Management (Custom)* (2010).

WEEK/ MODULE	READING & STUDY	ASSIGNMENTS	POINTS
1	Noe et al.: chs. 1-4 4 presentations	Course Requirements Checklist	0
		Class Introductions	0
		DB Forum 1 thread	80
		CLP Group DB	0
2	Noe et al.: chs. 1-4 4 presentations	DB Forum 1 replies	40
		CLP Group DB	0
3	Noe et al.: chs. 5-7 3 presentations	DB Forum 2 thread	80
		CLP Group DB	0
4	Noe et al.: chs. 5-7 3 presentations	DB Forum 2 replies	40
		CLP Group DB	0
		Mid-term Exam	150
5	Noe et al.: chs. 8-10 3 presentations	DB Forum 3 thread	80
		CLP Group DB	0
6	Noe et al.: chs. 8-10 3 presentations	DB Forum 3 replies	40
		CLP Group DB	0
7	Noe et al.: chs. 11-14 4 presentations	DB Forum 4 thread	80
		CLP Group DB	0
		CLP	120
8	Noe et al.: chs. 11-14 4 presentations	DB Forum 4 replies	40
		Final Exam	250
TOTAL			1000

DB = Discussion Board CLP = Collaborative Learning Project

NOTE: Each course week (except week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on Friday.