

Course Number: BA 2410

Course Title: Human Resource Management

Course Description:

Principles and policies followed by management in recruitment, development, direction, and control of personnel. Directed study in current legislation, trends and practices in personnel management. The course presents corporations as integrated units whose differences depend upon the people who work in them and the product efficiency of each unit. 3 credit hours. (3 plus 0)

Prerequisites: BA 2010.

Credit hours: 3

Learning Outcomes:

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

1. Analyze the strategic importance of human resource management.
2. Identify the major functions of human resource management.
3. Differentiate the critical steps in the human resource planning process.
4. Explain the purpose, importance, and key elements in the development of a human resource information system (HRIS..
5. Explain how managing human resources effectively can improve organizational performance.
6. Identify and discuss the relevant laws and government regulations that affect human resource management.

INDIANA TECH

BA2410 Human Resource Management Online Course Syllabus

Instructor Information

Please see Professor Profile at the Blackboard instructional site.

Course Schedule

Please see Course Schedule in the Course Syllabus area of the Blackboard instructional site.

Online Course Policies

All of the online courses taken by students are required to follow the policies posted online at <http://online.indianatech.edu/tech-policies/policies/>. Please review the posted policies carefully. If you are unable to abide by the policies listed, please contact the Warrior Information Network (WIN) at 888.832.4742 and request to withdraw from this course.

Textbook

Mathis, R. L., Jackson, J. H., Valentine, S., & Meglich, P. (2017). *Human resource management* (15th ed.). Boston, MA: Cengage.

Grading Events & Grading Criteria

All assignments must be submitted via Blackboard

Grading Events

Course Preparation Quiz	15 points
Discussion #1	50 points
Discussion #2	50 points
Discussion #3	50 points
Exams (3 @ 55 pts each)	165 points
Project	75 points
Final Exam	160 points
Total	565 points

DISCUSSIONS: Reference the Discussion assignments via accessing the Discussion Tab contained within the Blackboard site.

EXAMS: Each exam is worth an equal amount and each consists of four essay questions and 15-multiple multiple choice. Exams will cover the reading assignments, the assigned discussions, and lectures. Each exam has a time limit as posted (reference the exams posted in Blackboard), the exams replicate the same exams (material/time/essays/multiple choice/etc.) that are required in class. The exams are not designed as open book/notes exams: study and plan accordingly.

FINAL EXAM: The final exam is comprehensive, consists of eight essay questions, and 20-multiple choice, covering all reading assignments, the assigned company, and the lectures. The Final Exam will cover the reading assignments, the assigned discussions, and lectures

(previous questions from the first three exams will not be repeated/used for the Final exam). The Final has a time limit as posted (reference the Final posted in Blackboard), the Final replicates the same exam (material/time/essays/multiple choice/etc.) that is required in class. The Final is not designed as open book/notes exams: study and plan accordingly.

PROJECT: Select one, but only one, of the following options to complete for the project component of your grade. This Project is due as noted with the course schedule. Submit the project early to avoid all emergencies.

Option A: Research a HR issue that is currently in Congress at the Federal level and prepare a two page, formal letter (typed, single spaced, Times 12-font, with one inch margins) addressed to your Congress-person; based on your research and the position that you are going to argue for. The spelling, grammar, and proper citations should be of an: “A” paper quality (5-points will be deducted for each misspelled word, grammar error, etc.). Purpose: a copy of this letter must be sent to your state’s Senator or House Representative. Note: the letter does not begin with “I have to write this letter as an assignment for my Professor...”

Option B: Schedule a company visit with a HR Manager, Director, or Vice President (the individual you are visiting must have HR in his/her title). The visit must be on-site with the HR person at his or her company (a picture with the HR person and his/her business card is required/mandatory; i.e. no picture and/or no card = zero points), it must include a complete company tour, and you are required to prepare a detailed summary (cover page, introduction, all questions asked, all answers, and final comments) of your visit. The Professor must approve this visit before it can be completed. The spelling, grammar, and proper citations should be of an: “A” paper quality (5-points will be deducted for each misspelled word, grammar error, etc.). (Successful completion of this project earns a 20-point bonus.)

The following grading scale will be used to assign a grade at the end of the course:

Percentage Achieved	Grade	Percentage Achieved	Grade	Percentage Achieved	Grade
93% or above	A	80% or above	B-	Below 70%	F
90% or above	A-	77% or above	C+		
87% or above	B+	70% or above	C		
83% or above	B				

Note: as previously identified, this is the senior capstone course and a grade of C is required to successfully pass this course (i.e. C- and D grades are not available in this course).

Late Assignments

All assignments and required online activities are due according to the deadline listed in the course schedule. Late assignments are not accepted, no excuses (no excuses includes all Blackboard related Technology issues as well).

Incompletes

If you are unable to complete the requirements for this course due to extenuating circumstances, an Incomplete grade (I) may be granted if you meet the general guidelines stated below.

General Guidelines for submitting a course incomplete request:

- More than 50% of the course session has elapsed.
- The student has encountered an unexpected situation that is beyond his or her control.
- The student is
 - in good academic standing -- up-to-date on all of the course assignments and has at least an overall passing grade,
 - able to complete all of the remaining coursework within a session (5 weeks for an undergraduate course and 6 weeks for a graduate course) that immediately follows the session the student is currently enrolled, and
 - able to provide support documentations to substantiate the need for extra time should a session is not enough to complete the course requirements.

If an Incomplete is granted, the instructor will set a deadline for all work to be completed. **The deadline cannot go past one (1) session.** All incomplete grades and deadlines are subject to approval by the designated university authority.

Course Related Communication

Online courses are conducted in an accelerated format. Timely communication is very important. When receiving emails from your classmates or instructor, please respond as soon as you can.

Students are **REQUIRED** to use their Indiana Tech email account for all course related communication. The most direct, and effective, way to email your course instructor and classmates, is by using the Send Email function within the Blackboard course site. When you use the Send Email function, you automatically receive a carbon copy of the email you sent. In the event when you need to substantiate your claim that you did email your classmates or instructor, you can show that carbon copy to the person(s) who requested it. Please note that Blackboard only permits you to send email, it does not provide you with the check email function. All of the emails your classmates and instructor send to you will be delivered to your Indiana Tech email account. You are strongly encouraged to check your Indiana Tech email account regularly, preferably several times a week, to minimize the likelihood of miscommunication.

The University policy requires each online course instructor to respond to a student's email within 24 hours. Unless there is an extraneous situation that prevents the instructor from following this rule, you can expect to hear from the instructor within 24 hours. If you don't receive a reply within 24 hours, please do not hesitate to follow up with another email or forward the carbon copy of the email you sent to OnlineSupport@IndianaTech.edu with a note "Please help. It's been 24 hours and I have not heard from my instructor" and the University support staff will act on your behalf to contact your course instructor

Learning Outcomes-Driven Course Content

#	Outcome	Evidence Chapter(s) Assignments Exams	Critical Topic Areas	Internet Links
1	Analyze the strategic importance of human resource management and explain how managing human resources effectively can improve organizational performance.	<p>Chapter: 1</p> <p>Chapter: 2</p> <p>Chapters: 2/3</p> <p>Chapters: 2/3 Discussion 1 Exam 1</p>	<p>Satisfying Multiple Stakeholders Gaining and Sustaining Competitive Advantage Strategic Partnerships HR Triad Special Challenges Teams, Diversity, Globalization, Change</p> <p>Economic Globalization Political Landscape Industry Dynamics Labor Markets Country Cultures Technologies Company Culture Business Strategies</p> <p>Strategic Importance of Fairness and Legal Compliance Meaning to Employees Legal Means to Ensure Fair Treatment Settling Disputes Proactive Approaches Challenges for the 21st Century</p> <p>Strategic Importance for Alignment and Change Overview of Planning Assessing Environments Determining Metrics and Objectives Developing Plans and Timetables Implementing Plans</p>	<p>The following websites apply to all the topic areas:</p> <p><i>Society for Human Resource Management (SHRM) has resources on all topic areas:</i> http://www.shrm.org</p> <p><i>Human Resource Certification Institute (HRCI) has information on HR certification:</i> http://www.hrci.org</p> <p><i>American Management Association:</i> https://www.amanet.org/training/training-resources/human-resources.aspx</p> <p><i>Department of Labor (DOL):</i> http://www.dol.gov</p>
2	Identify the major functions of human resource management and discuss the roles of HR managers, line managers, and employees in these functions.	<p>Chapters: 1-6</p> <p>Chapter: 7</p> <p>Chapter: 8</p> <p>Chapters : 9-11</p>	<p>Diversity Employee Selection and Placement Job Analysis</p> <p>Recruiting and Retaining</p> <p>Selecting Employees</p> <p>Employee Development Training and Development Measuring Performance Compensation and Benefits Total Compensation Performance Based Pay Benefits and Services</p>	<p><i>Bureau of Labor Statistics Occupational Outlook:</i> https://www.bls.gov/opub/</p> <p><i>Equal Employment Opportunity Commission (EEOC):</i> http://www.eeoc.gov</p> <p><i>American Society for Training and Development (ASTD):</i></p>

		<p>Chapter: 14</p> <p>Chapters: 15/16</p> <p>Discussion 2</p> <p>Exam 1</p> <p>Exam 2</p>	<p>Safety and Health</p> <p>Employee and Labor Relations</p>	<p>http://www.astd.org</p> <p><i>Department of Labor (DOL):</i> http://www.dol.gov</p> <p><i>Occupational Safety and Health Administration (OSHA):</i> http://www.osha.gov</p> <p><i>National Safety Council (NSC):</i> http://www.nsc.org</p> <p>Environmental Protection Agency (EPA): http://www.epa.gov</p> <p><i>National Labor Relations Board (NLRB):</i> http://www.nlr.gov</p>
3	Differentiate the critical steps in the human resource planning process.	<p>Chapters: 2/3</p> <p>Discussion 2</p> <p>Exam 1</p> <p>Exam 2</p>	<p>Scanning and Assessing Environments</p> <p>Organizational Analysis</p> <p>HR Forecasts</p> <p>Determining Objectives and Metrics</p> <p>Linking Objectives to Strategic Business Objectives</p> <p>Developing Metrics</p> <p>Implementing Action Plans for Alignment</p> <p>Involving Employees</p> <p>Establishing Accountability</p> <p>Managing Resistance to Change</p>	
4	Identify, discuss, and apply the relevant laws and government regulations that affect human resource management.	<p>Chapter: 3</p> <p>Chapters 3-5/15-17</p> <p>Discussion 1</p> <p>Discussion 3</p>	<p>Legal Means to Ensure Fair Treatment</p> <p>U.S. Constitution</p> <p>Title VII</p> <p>State Laws</p> <p>Administrative Regulations</p> <p>Executive Orders</p> <p>Legal Considerations in Selection</p> <p>Laws and Regulations That Prohibit Discrimination</p> <p>Federal Guidelines and</p>	<p>See EEOC website listed under Obj. #2</p> <p>See EEOC website listed under Obj. #2</p>

		Project Exam 1	Professional Standards Detecting Unfair Discrimination Defending Discriminatory Practices Legal Considerations for Global Selection Legal Constraints and Social Considerations for Compensation Legal Considerations for Benefits Public Protection Programs Private Protection Programs Legal Considerations for Health and Safety Legal Considerations for Unionization And Collective Bargaining	See DOL website listed under Obj. #2 See DOL website listed under Obj. #2 See OSHA website listed under Obj. #2 See NLRB website listed under Obj. #2
5	Research and apply best HR practices to solve problems related to human resource areas within their own organizations.	All Chapters Discussions 1-3 Final Project	The text appendices provide details on HR competencies, certification, literature, laws, pre-employment inquires, and job descriptions. Each appendix of the text provides for a direct application.	All sites as noted