CASPER COLLEGE COURSE SYLLABUS  
(MGT 1200 Section N1- Human Resource Management)

Semester/Year: Spring 2016

Lecture Hours: 03  
Class Time: N/A  
Instructor’s Name: Joseph Simon

Lab Hours: N/A  
Days: 5 days a week  
Office Phone: 268-2376

Credit Hours: 03  
Room: Moodle4Me

Instructor's Contact Information:  
Information: BU 203

Office Phone: 268-2376  
Email: jsimon@caspercollege.edu

Room: Moodle4Me

Office Hours:  
MW 10am-11 am and 1-2pm, Tuesday and Thursday 11am-12noon, Friday hours by appointment

Course Description:
Designed to present the methods, functions, and techniques of personnel administration. Emphasis is placed in recruiting, interviewing, selecting, placement, training, and evaluation of personnel. Class discussions and projects will include topics of job design and analysis, compensation and benefit administration, human resource planning, and union/management relations.

Statement of Prerequisites:  No prerequisites required

Institutional Outcomes
Students taking this course will be able to:
1. Demonstrate effective oral and written communication
2. Use the scientific method
3. Solve problems using critical thinking and creativity
4. Demonstrate knowledge of diverse cultures and historical perspectives
5. Use appropriate technology and information to conduct research
6. Describe the value of personal, civic, and social responsibilities
7. Use quantitative analytical skills to evaluate and process numerical data

Program goals

Program goals:
• The School of Business and Industry provides students with the academic programs of general and specialized learning in preparation for responsible careers in the world of business.
Students wishing to pursue a Bachelor's degree in Business can complete the first two years of a baccalaureate degree through Casper College by completing requirements for a degree in Business Administration or Pre-Law Business. The program provides students with the opportunity to transfer at junior standing to a four-year college or university.

Business majors have the opportunity to pursue a top-quality two-year degree in Management, Leadership, or Entrepreneurship that provides the skills and abilities to succeed in the business world upon graduation.

This educational experience enables students to develop the expertise needed to function in a business environment and to develop an understanding of the social and economic forces shaping the future of the world’s economy.

Course Goals:

Students will master the learning concepts which are outlined at the beginning of each chapter. Mastery of these concepts will come through the text readings, class lecture, class discussion, case analysis, and case presentations.

Course Objectives:

Chapter 1
- Human resources and company performance
- Responsibilities of human resources departments
- Analyzing and designing jobs
- Recruiting and hiring employees
- Training and developing employees
- Managing performance

Chapter 2
- Trends in HR management
- Change in the labor force
- An aging and diverse work force
- Employee empowerment and teamwork

Chapter 3
- Regulation of human resource management
- The government’s role in providing for equal opportunity in employment
- Providing reasonable accommodation
- Preventing sexual harassment

Chapter 4
- Analyzing work and designing jobs
- Work flow in organizations
- Work flow design and an organizations structure
- Identifying relevant knowledge, skills and abilities.

Chapter 5
- Planning for and recruiting human resources
• The process of human resources planning
• The biggest hiring challenges involving recruiting
• Personnel policies
• Recruitment sources

Chapter 6
• Selecting employees and placing them in jobs
• Job applications and resumes
• Cognitive ability tests
• Interviewing techniques

Chapter 7
• Linking training to organizational needs
• Organization, person and task analysis
• Planning the training program

Chapter 8
• Developing employees for future success
• Training, development and career management
• Setting up stretch assignments for employees
• Development related challenges
• Succession planning

Chapter 9
• Conditions that contribute to high performance
• Using social media tools to support knowledge sharing
• Human resource management technology

Chapter 10
• The process of performance management
• A goal-oriented system of performance management
• Errors in performance management

Chapter 11
• Separating and retaining employees
• Managing voluntary and involuntary turnover
• Progressive discipline
• Alternative dispute resolution
• Job dissatisfaction

Chapter 12
• Establishing a pay structure
• Decisions about pay
• Economic influences on pay

Chapter 13
• Recognizing employee contributions with pay
- Piecework rate, standard hour plans, and merit pay
- Pay for group performance
- Getting the most from a limited compensation budget

Chapter 14
- The role of employee benefits
- Social security, unemployment insurance and workers compensation
- Optional benefit programs
- Selecting employee benefits
- Anti-discrimination laws and accounting requirements

Chapter 15
- Collective bargaining and labor relations
- The rise of unions and labor relations
- Law and regulations affecting labor relations
- Avoiding unfair labor practices

This course is designed to provide students with a working knowledge of the skills and functions necessary to be an efficient and effective human resource manager. We will examine such topics as the history of labor management throughout history, effective and efficient employee recruitment and selection techniques, and how to create appropriate training and development programs. We will also emphasize how leadership and effective human resource management are related.

Outcomes: Students will be expected to demonstrate:

1. An understanding of the various complex areas of human resource management.
2. The activities a human resource manager must undertake, including job analysis, recruitment, the hiring process, orientation and training, and potential termination issues.
3. How the activities of human resource management affect virtually all areas of business operation.

Methodology: This class will consist of Power Point presentations, discussion questions and written assignments, with numerous readings from the text. Through the discussion questions, we will discuss current HR management issues, both on a domestic and international scale.

Evaluation Criteria: Three chapter tests . 100 points each.
A final 200 points
There will be five case studies at 20 points each 100 points:
Ten discussion questions at 10 points each 100 points

In addition:
I do not accept late assignments or give makeup exams without a signed doctor’s excuse. I will not accept any assignment any later than the end of class on the day it is due.
Grading as follows: 700 points possible
630-700   A   (90-100%)
560-629   B   (80-89%)
490-559   C   (70-79%)
420-489   D   (61-70%)

Below 420   F


Class Policies: Last date to withdraw or change to audit status: April 14, 2016

Student Rights and Responsibilities: Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

Chain of Command: If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Academic Dean, and lastly the Vice President for Academic Affairs.

Academic Dishonesty - Cheating & Plagiarism: Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct.

Official Means of Communication: Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly.

ADA Accommodations Policy: If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

Tentative Course schedule

PART ONE

January 19 Classes begin
Chapter 1: Managing Human Resources


February 1  Chapter 3-Providing Equal Employment Opportunity and a Safe Workplace

February 8  Chapter 4: Analyzing Work and Designing Jobs

PART TWO

Planning: Delivering Strategic Value

February 15  College closed-Presidents Day
Exam # 1-Chapters 1 through 4  Must complete by February 22
Chapter 5: Planning for and Recruiting Human Resources

February 22  Chapter 6-Selecting Employees and Placing Them In Jobs

February 29  Chapter 7 – Training Employees

March 7  Chapter 8-Developing Employees for Future Success
Midterm exam-Chapters 4 through 8  Must complete by March 11

March 14-18  College closed-Spring break

March 21  Chapter 9-Creating and Maintaining High Performance Organizations

March 28  Chapter 10-Managing Employees Performance

April 4  Chapter 11-Seperating and Retaining Employees

April 8  Advising day-on campus classes will not meet

April 11  Chapter 12-Establishing Pay Structure
Exam 3-Chapters 9 through 11  Complete by April 18

April 14  Last day to withdraw from classes
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<tr>
<th>Date</th>
<th>Chapter Title</th>
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<tr>
<td>April 18</td>
<td>Chapter 13-Recognizing Employee Contributions</td>
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<td>April 25</td>
<td>Chapter 14- Providing Employee Benefits</td>
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<td>May 2</td>
<td>Chapter 15- Collective Bargaining and Labor</td>
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<td>May 4</td>
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