

Chaminade University of Honolulu
MGT 306 Fall 2003 On-Line Course Syllabi

Course Title: Human Resources Management
Term: October 6 to December 16
Instructor: James Moses
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COURSE DESCRIPTION:

Organizational behavior and human resource management. Study of job analysis and specifications; recruitment and selection of personnel; induction and follow-up; training and supervision; and job evaluation and administration of wages, salaries, and incentives. Offered every semester. Prerequisites: *BU 200*.

COURSE OBJECTIVES:

Understanding the emerging trends in Human Resources management and its issues from a managerial perspective. Study of work flow, job analysis, managing diversity, legal environment, staffing, employee development, compensation, governance of the workforce, employee and employer relationships, and the future challenges faced by HR departments.

TEXT: *Managing Human Resources*, 3rd edition, Luis R. Gomez-Mejia, David B. Balkin, Robert L. Cardy, Prentice Hall, 2001. All reading assignments will be taken from this assigned textbook.

HOW TO SUCCEED IN THIS COURSE:

The major goal of BU 200 is to teach you the basic principles of business; however, the course has an important secondary goal, which is to develop and refine the key skills that you will need to be successful in business. These include skills in analysis, in oral and written communication and in presentation techniques, as well as the abilities to work well in teams and to use information technology with ease. Because these skills are so vital for success, your BU 200 assignments are geared specifically towards improving these skills.

GRADING AND WEIGHTING OF ASSIGNMENTS

Midterm Examination	15%
Final Examination	15%
Weekly Quizzes (9 quizzes)	18%
Weekly Participation	28%
Case/Experiential Exercise Assignments (1)	24%
Total	100%

MIDTERM AND FINAL EXAMINATIONS (Each 15%)

The midterm and final examinations will focus on the material covered in the textbook. The format will be mainly objective, with some short essays and descriptions. The **Midterm exam** will be online and **Final exam** will be on campus or proctored.

WEEKLY QUIZZES (18%)

Each week your teacher will post a short, objective quiz to the Weekly Quiz conference. These are designed to point you to important points in the text. Since these are open-book quizzes, it should be easy for you to do well. Your answers should be posted to **James Moses's e-mail address: mosesj002@hawaii.rr.com**, by midnight on Sunday each week.

PARTICIPATION CREDIT (28 %)

You will be expected to log on at least five days per week and join in the discussions in THE GENERAL DISCUSSION CONFERENCE by leaving messages in response to the posted discussion topics and in response to each other. This is the ONLY conference which counts for participation credit. You can earn 3 points per week (for a total 27 points) by posting notes to this conference on FIVE SEPARATE DAYS, by answering all the questions and by responding to another student's note for each question. To rephrase, this means that you must post ten notes per week (five answers and five responses) and that you must spread those ten notes over five days (any five days of your choice). This conference is designed to resemble a classroom discussion. Just logging on and reading others' comments do not count towards participation. Your comments must be significant to count for participation credit. A significant comment is one that contributes a new insight or topic, or which adds useful comments, suggests alternative solutions or gives good reasons for disagreeing with other's comments in an ongoing discussion. In the course of the ongoing discussion, you may frequently reply with one-phrase comments; however, it does not count towards your participation grade when you just comment, "I agree," or "Good point."

The rule of thumb is to expect to spend 45 minutes online on each of five days of a week. (45 minutes X 5 days = 4 hours, which is the length of our class.) It does not matter which days you log on. You can log on Saturday and Sunday and that will count for two days.

Our online classroom exists only because of active participation by class members. It is entirely created by us. Your comments on one day could generate many responses. The online environment is something like an ongoing conversation. If you only log in on weekends, you are not a part of the ongoing dialog. Preparation of assignments and reading assigned materials online does not count as part of the four hours, since you would be expected to read those things outside of class for an on-ground class.

CASE/EXPERIENTIAL EXERCISE ASSIGNMENTS (24%)

Students will be responsible for one assigned end-of-chapter case and one experiential exercise, spread over the semester. These cases and experiential exercises can be found at the end of each chapter in the book. I will assign teams to specific cases and exercises

during the first weeks of class.

Students will write up and submit the answers to the questions at the end of their assigned cases and carry out the task specified in the experiential exercise. The write-up for both case and experiential exercise should be about four-to-five pages in length. All students are expected to read the cases and be prepared to discuss them. A list assigning to specific cases and exercises will be posted to *WebCT* during Week 1.

Grading:

All tests, papers and case write up will be graded on a 100 point scale.

90% >	=	A
80% - 89%	=	B
70% - 79%	=	C
60% - 69%	=	D
Below 60%	=	F

FORUMS FOR PARTICIPATION

These forums can all be found at the course WebCT. A list follows.

General Discussion conference: (Counts towards participation credit) *This conference is for general discussion of concepts in management. You can earn up to three points per week by participating in this conference. Your instructor will also post current articles and other material here each week for the class to discuss. Students may also post articles of general interest. I hope that the class will have active ongoing discussions in this conference. You must leave messages on FIVE SEPARATE DAYS to get full credit for participation and you MUST ANSWER ALL THE QUESTIONS and RESPOND TO A COLLEAGUE'S NOTE FOR EACH QUESTION (ten notes spread over five days).*

Class Biographies conference: *Please post your autobiography here within the first few days of joining the class. Your bio should be at least 1/2 page in length.*

Lectures: *Your instructor has posted lectures on each assigned chapter at this conference.*

Syllabus: *The syllabus for MGT 306 is at this forum on WebCT.*

Chat: *This conference is for chat about topics not related to the subject matter of the course. Posting notes here does not count towards participation credit.*

Case and Experiential Exercise Conference: *This is the place for posting group case write-ups. All students should post their comments and questions about each case here.*

Weekly Quiz conference: *Weekly tests will be posted here. Answers should be sent to James Moses's private e-mail, mosesj002@hawaii.rr.com by Sunday midnight.*

Schedule and Assignments

Week #1:	Chapter 1: Week Present & Emerging Strategic Human Resource Challenges. Chapter 2: Managing Workflows and Conducting Job Analysis
Week #2:	Chapter 3: Understanding Equal Opportunity and the Legal Environment. Chapter 4: Managing Diversity.
Week #3:	Chapter 5: Recruiting, Selecting, and Socializing Employees. Chapter 6: Managing Employee Separations, Downsizing, and Outplacement
Week #4:	Chapter 7: Appraising and Managing Performance Chapter 8: Training the Work Force
Week #5:	MID TERM EXAM (On-Line) Chapter 9: Developing Careers
Week #6:	Chapter 10: Managing Compensation. Chapter 11: Rewarding Performance.
Week #7:	Chapter 12: Designing and Administering Benefits. Chapter 13: Developing Employee Relations and Communications.
Week #8:	Chapter 14: Respecting Employee Rights and Managing Discipline. Chapter 15: Working with Organized Labor.
Week #9:	Chapter 16: Managing Workplace Safety and Health. Chapter 17: Week the International HRM Challenge.
Week #10	Review for Final Final Exam