

## **Management 306 - Human Resources Management**

Chaminade University of Honolulu, Room 107, Henry Hall

January 12 through May 1, 1998

Instructor: Dr. S. Vincent Shin, MA, MBA, ED.D

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Time: Monday, Wednesday, and Friday, (11:00 AM to 11:50 AM hours). except holidays.

Text: Carrell, Elbert, & Hatfield, *Human Resource Management*, 5th Ed., Prentice Hall, 1995.

### **1. Course Description:**

This course aims to familiarize students with the importance of environmental forces in management of people, the design of work, and the organization's capacity for effectiveness. Students will vigorously ~~examine the history of~~ personnel and Human Resource Management and analyze the trend and strategize future application of management issues in Human Resources Management. This course will also examine the modern computer technology and its application in the human resources aspects of business. Students will conduct Actual Case Analysis of the HR cases gain realistic view of the real issues and challenges of the business world.

### **11. Course Objective:**

This course sets forth to provide students with basic knowledge and understanding of the Role of Human Resource Management in the areas of

1. Defining the meaning of Human Resources in business
2. Conduct Case Study of realistic HR issues
3. To trace the historical perspectives of Personnel/HRM
4. To understand the organizational structure of the typical human resource department
5. To describe the major functions and roles of the HR department
6. To recognize HR's critical responsibility for designing and maintaining two-way communication systems
7. To identify major issues and challenges faced by HR professionals today, particularly regarding worker productivity and quality, downsizing, work force diversity, work-family conflict, and global competition
8. To describe the career opportunities within the HR field.

### **III. Major Assignments/Writing Projects:**

1. Read all chapters and prepare for in depth discussion in class.

2. **Group Case Study Presentation.** ~ Group presentation of Case Study will be conducted for the assigned period. Each group (Group of two students) will analyze Case Study assigned and conduct a presentation. Group presentation must include:

1. Brief summary of the case
2. Identification of salient HR issues
3. Analysis of the HR issues
4. Analysis of Leadership role in HR issues
5. Recommendation/Conclusion
6. Provide discussion questions to the class/instructor as a **part** of presentation

3. **Oral Presentation:** Each student will conduct a 15 minute oral presentation in class. Each oral presentation should focus on the contemporary Human Resources Management issues. Student must submit a one-page outline of the presentation before the scheduled **presentation**. Topics for presentation must be approved by the professor. Use of visual aids (overheads, AV equipments, Charts, etc.) encouraged.

3. **Research Writing Project:** Students are required to research a local HR department and prepare a ten-page written report on: Organizational mission, leadership style, HR function, HR issues and challenges, recommendation for improvement. Late paper will receive lower grade. Written project topic must be different subject from the oral presentation.

IV. Grades:	Mid Term	20 Points	A: <b>90 - 100</b>
	Final Examination	20 Points	B: 80 - 89
	Oral Presentation	20 Points	C: <b>70 - 79</b>
	Writing Project	20 Points	D: <b>60 - 69</b>
	Case Study Presentation	10 Points	F: <60
	Class Participation	<u>10 Points</u>	
		166 Points	

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#### V. Course Schedule:

January	12:	Orientation of MGT 306. Students Introduction. Chapter 1-The Foundation and Challenges of HRM
January	14:	Chapter 1 Continue, and Case <b>Study--Family</b> Feud, p 38
January	16:	Chapter 2-A Global Perspective of Human Resources
<b>January</b>	19:	Holiday! Martin Luther King Day
January	21:	Case Study-How does Japanese Management Play in Hungary, p 84
January	23:	No Class. CUH Convocation Prayer Day

January 26:	Chapter 3 - Workforce Diversity and Regulatory Challenges
January 28:	Case Study-Fire Department Promotion, p 157
January 30:	Chapter <del>4</del> —Job Analysis
February 2:	Case Study-Good Intentions aren't Enough, p 195
February 4:	Chapter 5-Job Design
February 6:	Case Study-And You thought your job was bad..., p239
February 9:	Chapter 6-Employee Recruitment
February 11:	Case Study-An Employee Referral Program, p 290
February 13:	Chapter 7-Employee Selection
February 16:	Holiday! Washington's Birthday.
February 18:	Case Study-Blue Grass State University, p 337
February 20:	Chapter 8-Performance Appraisal and Performance Management
February 23:	Case Study-Bordon Electric Company, p 387
February 25:	Chapter 9-Employee Training Management
February 27:	Case Study-The Walkaround Mall, p 439
March 2:	All Assignment topics due! Instructor/Student discussion on topics.
March 4:	Exam Review. (Possible guest speaker)
March 6:	<b>**Mid-Term Examination*</b>
March 9:	Chapter 10-Internal; Staffing and Career Management
March 11:	Case Study-Assessment Center at Piedmont Insurance, p 484
March 13:	Chapter 11-Compensation system
March 16:	Case Study-Merit Increases, p 534
March 18:	Chapter 12-Benefits
March 20:	Case Study-Family Health Insurance, p 580
March 23 - 27:	Spring Break
March 30:	Chapter 13-Health and Safety
April 1:	Case <b>Study—Designing</b> a Safety Program, p 621
April 3:	Chapter 14-Labor Union
April 6:	Case Study-An Unfair Labor <b>Practice? P 687</b>
April 8:	Chapter 15-Discipline and Counseling
April 10:	Holiday! Passover-Good Friday!
April 13:	Case Study-Defamation Claim at Milbrae Window Co., p 722
April 15:	Chapter 16-Computers, HRISs, and <b>The</b> HR Department
April 17:	Case Study-Ward <b>Industries</b> , Inc. p 752

<b>April</b>	<b>20:</b>	<b>Chapter 17-HR Research and Problem Solving</b>
<b>April</b>	<b>22:</b>	<b>Case Study-Absenteeism at Digitronics. Inc.. p 786</b>
<b>April</b>	<b>24:</b>	<b>Student Oral Presentation</b>
<b>April</b>	<b>27:</b>	<b>Student Oral Presentation</b>
<b>April</b>	<b>29:</b>	<b>Student Oral Presentation</b>
<b>May</b>	<b>1:</b>	<b>Student Oral Presentation, Exam Review</b>
<b>May</b>	<b>4 - 7:</b>	<b>CUH Test Week.</b>

#### **VI. Participation and Absence.**

**Students are expected to attend all classes. Be on time and be ready to participate in all aspects of the classes such as lectures, class discussions, case study analysis, oral presentations, etc. If student must miss class (excused absences) he/she must prepare two page summary outline of the chapters missed, and one page summary of the Case Study.**