

FD 99
PM

Course Syllabus
Bus 306 - Human Resource Management
Chaminade University

Instructor: Mr. Wayne Terada
Class Period: MWF, 1:00 -1:50 PM
Text: Gomez-Mejia, Luis R.; Balkin, David B.; and Cardy,
Robert L.; Managing Human Resources. New Jersey:
Prentice Hall, 1998

E-mail: Lutherangolf@hotmail m

Final Examination: Tuesday, December 14, 1999, 10:30 -12:30 PM

Course Description:

This course is designed to familiarize students with the fundamental theories and practices of human resource management. As companies organize to meet the changing business environment, many tasks that were once the responsibility of large, centralized human resources departments have been transferred to line managers. In today's business environment, managers are expected to have not only technical skills, but also a basic understanding of human resources management.

Class Attendance and Participation:

Class attendance is critical. Class discussions require the students' participation and will be mixed with participation exercises. Homework will be collected on the due date. No homework will be accepted after the due date unless prior approval has been granted by the instructor or there are extenuating circumstances. A student will receive the grade of "zero" for any homework not turned in on the due date.

Major Assignments:

Group Project. Each study group will submit a written report of 47 pages, excluding title, bibliography, graphics, and footnotes pages. Report will be typed and double-spaced. Outlines will be turned in one week before the due date of the report. All reports will reflect a thorough evaluation of the case and include any appropriate technical data. Tentative due date for the group report is November 22, 1999.

In addition, a minimum 5 minutes and maximum 25 minutes oral presentation each study group is required. Tentative presentation date is November 22, 1999. An additional 5-10 minutes will be allowed for questions and an presentation should address in considerable depth the human resources issues in

each case. The oral presentation should be professionally prepared and delivered to the class on the scheduled date. Each member of the study group must be present and must deliver a proportional amount of the presentation on the scheduled date; otherwise a point penalty will be assessed. Penalties may vary depending on the deviation. The instructor may, in specific circumstances, waive the point penalty. _____

Individual Report. A three to five page report, excluding title, graphics, bibliography, and footnotes pages. Report will be typed and double-spaced. Reports will be on contemporary human resources issues. Tentative due date is October 5, 1999.

Grades:

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|----------------------------|------------------|
| Mid Term | 20% |
| Final Examination | 30% |
| Group Project | |
| (oral and written) | 15% |
| Individual Report | 15% |
| Class Participation | 15% |
| Homework | <u>5%</u> |
| | 100% |

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|-----------|---------------|
| A: | 90-100 |
| B: | 80-89 |
| C: | 70-79 |
| D: | 60-69 |
| F: | <60 |

Topics for Meeting

MIT
Chapter

| | | | |
|-------|---|----|------------|
| | Meeting Present and Emerging Human Resource Challenge | 1 | |
| | Understanding Equal Opportunity and the Legal Environment | 3 | |
| | First Quiz | | SEP 22 '15 |
| | Managing the Structure and Flow of Work | 2 | |
| | Managing Diversity | | |
| | Recruiting, Selecting, and Socializing Employees | | |
| z 3,5 | Managing Employee Separations, Downsizing, and Outplacement | 6 | 1-2 |
| | Training the Work Force | 8 | |
| | Developing Careers | 9 | |
| | Mid Term Examination | | |
| | Appraising and Managing Performance | 7 | |
| | Managing Compensation | 10 | |
| | Rewarding Performance | 11 | |
| | Designing and Administering Benefits | 12 | |
| | Developing Employee Relations and Communications | 13 | |
| | Respecting Employee Rights and Managing Discipline | 14 | |
| | Working with Organized Labor | 15 | |
| | Managing Workplace Safety and Health | 16 | |
| | Meeting the International HRM Challenges | 17 | |
| | Final Examination | | |

EXAM 1

93

91 A - 3

85

82 B -

$\overline{78}$ C -
 $\overline{68}$ D - 1
 44
 37 F - 3