

Chammade Unj ersity of Honolulu
MGT 306 Course Syllabus

Course **Title:** Human Resources Management
Term: Fall `99 Evening; October 4th - December 16th
Place: Ft. **Shafter**
Day & Time: Friday, 1730-2140
Instructor: James Moses
Office Hours: By Appointment
Telephone: 739-4612 (MBA Office, Kieffer Hall, Room 11)
E-mail: (Work) jmoses@chaminade.edu; (Home) jmoses@lava.net

COURSE DESCRIPTION:

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.
Prerequisites: MGT 300

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**, 2nd edition, Luis R. Gomez-Mejia, David B. **Balkin**, Robert L. Cardy, Prentice Hall, 1997. All reading **assignments** will be taken from this assigned textbook.

ORAL PRESENTATION/WRITE UP:

Prepare a presentation on an existing **company**. You should study at least on aspect of the company's human resources **process**, for example, Work Flows and Job Analysis, Hiring, **Appraisals**, Training Methods, Career Development **Process**, **Compensation** Design, Reward Systems, Work Place Safety, etc. Use the **topical** ideas presented in the textbook. Make sure that you add value by using external research. Each **presentation** should analyze in depth contemporary human resource management.

Each student will do an oral **presentation** on **the** topic chosen of 10 minutes in length. The oral presentation should be professionally **prepared** and **delivered**. You will be expected to prepare visual aid and handouts. Your **presentation** paper should be typed. The cover **page** should state your name, the date, and the title. You must notify the instructor a week in advance of any changes (day or topic) **after** the dates of the presentations are **announced**. Papers submitted **after** the due date will incur in a point **deduction**. Please write up your oral report, including bibliography, **and** submit it for grading. Length should be five to eight pages. Written reports are due December 16th.

Grading:

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

90% >	=	A	Attendance	=	10%
80% - 89%		B	Mid Term Exam	=	30%
70% - 79%		C	Final Exam	=	30%
60% - 69%		D	Oral Presentation	=	20%
Below 60%		F	Final Write Up	=	10%

Schedule and Assignments

October 8 th	Chapter 1: Meeting Present & Emerging Strategic Human Resource Challenges. Video Case: The End of Job Security and Loyalty.
Assignment:	Case 1: Managers and HR Professionals at Sands Corporation: Friends or Foes, P-41 -(Due Oct.15)
October 15 ^h	Chapter 2: Managing Work Flows and Conducting Job Analysis Chapter 3: Understanding Equal Opportunity and the Legal Environment.
Assignment	Case 2: How Flexible is Too Flexible , P-80 Or Case 2: An Ethical and Legal Dilemma. - (Due Oct. 22)
October 22 nd	Chapter 4: Managing Diversity . C h i s i n g S e l e c t i n g , S e l e c t i n g , and S o c i a l i z i n g Employees.
Assignment	Video Case: Sexual Harassment-Still Going Strong. Casel: Conflict at Northern Sigma , P-140 Or Cael: Wanted: Enthusiastic Employees to Grow with Growing Minds, Inc., P-175 - (Due Oct. 29)
October 29 th	Chapter 6: Managing Employee Separations , Downsizing, and Outplacement Chapter 7: Appraising and Managing Performance Video Case: The Ugly Truth.
Assignment	Case 2: Managing Outplacement at Rocky Mountain Oil, P-199 Or Case 2: Changing <i>the</i> Appraisal System at Southeastern University , P-230. - (Due Nov. 5)
Nov. 5 th	Chapter 8: Training the Work Force Chapter 9: Developing Careers Video Case: Emotional Intelligence: Success Takes More Than Academic Intelligence.
Assignment:	Case 2: Virtual Teams: A Special Case For Team Training? P-264 Or Case 1: Family versus Career-And a Company Caught in the Middle, 8292. - (Due Nov. 12)
Nov. 12 th	Chapter 10: Managing Compensation. Chapter 11: Rewarding Performance.
Assignment	Case 1: Scott Paper: A Miracle of a flow . P-325 Case 2: Too Good to Be True: You Get What You Pay For, P-356. - (Due Nov. 19)
Nov. 19 th	Chapter 12: Designing and Administering Benefits. Chapter 13: Developing Employee Relations and Communications.
Assignment	Video Case: Will You Have Enough Money for Your Old Age. Case 1: Keeping Worker's Compensation Costs Under Control, P-391. Or case 2: Was the Loader Loaded? P-419. - (Due Dec. 3)
December 3 rd	Chapter 14: Respecting Employee Rights and Managing Discipline. Chapter 15: Working <i>with</i> Organized Labor.
Assignment:	Case 1: A Loose Cannon at Great Lakes University , P-450 . Or Case 1: Union Avoidance at Sid's Market , P-485. - (Due Dec. 10)
December 1	Chapter 16: Managing Workplace Safety and Health. Chapter 17: Meeting the International HRM Challenge. Video Case: The Changing Face of Labor.
Assignment:	Casel: Panic on the Assembly Lane, P-511. Or Case 2: Are Culture-Specific HR Policies a Good Idea? P-542. - (Due Dec. 16)
December 16 th	Final Class session (Final Exam). Final Written Report Due.