

Chaminade University of Honolulu
MGT 306 Course Syllabus

6 60

Course Title: Human **Resources** Management
Term: Spring `99 Evening; April 5th - June 14th
Place: Main Campus
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.

MIDTERM AND FINAL EXAMINATIONS:

The midterm and **final** examinations will focus on **the** material covered in the textbook.
The format will be **mainly** objective, with **some** short definitions and descriptions.

ORAL PRESENTATION/WRITE UP:

Each student will do an oral presentation of 10 minutes in **length**. Each presentation should analyze in depth one issue in **contemporary** human resource **management**. The oral presentation should be professionally prepared and **delivered**. You will be expected to prepare **visual** aid and handouts. You must notify the instructor a week in advance of any changes (day or topic) **after** the dates of the **presentations** are **announced**. Please write up your oral report, including **bibliography**, and submit it for grading. Length should be five to eight pages. Written reports are due June 11th.

Grad

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

Midterm Examination	35%
Final Examination	35%
Oral Presentation/Write up	30%

Schedule and **Assignments**

April 9 th	Chapter 1: Meeting Present & Emerging Strategic Human Resource Challenges. Video Case: The End of Job Security and Loyalty. Chapter 2: Managing WorkFlows and Conducting Job Analysis
April 16 th	Chapter 3: Understanding Equal Opportunity and the Legal Environment. Chapter 4: Managing Diversity. Case 2: How Flexible is Too Flexible , P-80
April 23 rd	Chapter 5: Recruiting , Selecting, and Socializing Employees. Chapter 6: Managing Employee Separations, Downsizing , and Outplacement Video Case: Sexual Harassment-Still Going Strong.
April 30	Chapter 7: Appraising and Managing Performance Chapter 8: Training the Work Force Video Case: The Ugly Truth .
May 7 th	MID TERM EXAM Chapter 9: Developing Careers
May 14 th	Chapter 10: Managing Compensation. Chapter 11: Rewarding Performance. Case 2: Virtual Teams: A Special Case For Team Training? P-264
May 21 st	Chapter 12: Designing and Administering Benefits. Chapter 13: Developing Employee Relations and Communications . Case 1: Keeping Worker's Compensation Costs Under Control , P-391.
May 28 th	Chapter 14: Respecting Employee Rights and Managing Discipline. Chapter 15: Working with Organized Labor. Case 1: Union Avoidance at Sid's Market, P-485.
June 4 th	Chapter 16: Managing Workplace Safety and Health Chapter 17: Meeting the International HRM Challenge. Case 2: Are Culture-Specific HR Policies a Good Idea? P-542
June 11 th	Final Class session (FINAL EXAM). Final Written Report Due.