

Course Syllabus
Bus 306 Managing Human Resources
Chaminade University

Instructor: David A. Woll
Class Period: MWF 9:00 - 9:50
Text: Gomez-Mejia, Luis R.; Balkin, David B.; Cardy, Robert L.
Managing Human Resources, 3rd edition, New Jersey, Prentice-Hall 1998
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Course Description:

This course is designed to acquaint students with the basic theories and practices of human resource management. As companies attempt to compete in an ever changing competitive environment, they must be able to adjust and adapt very quickly. Tasks which were once handled by middle management are often pushed down to lower levels. Large centralized Human resource Departments cannot be sustained and must assume new roles in the organization. Managers must have much more than technical skills, they must also be aware of the legal ramifications of their actions or their lack of action.

Class Attendance and Participation:

Attendance and participation are **critical**. Class discussions require the participation of all students. As potential future managers, students must develop the ability to speak in front of large groups and to participate actively in discussion forums. All students are expected to have read the text prior to the discussion in class.

Assignments:

~~There will be~~ group presentations **based** on cases in the text. Approximately 5 groups will be formed and topics assigned two to three weeks in advance. Group presentations **should** be prepared in a professional manner and each student must deliver a proportional amount of the group's presentation.

In addition, each student will be required to select two articles from a newspaper or business publication, and write an analysis of the article. The article and analysis will be presented to the class and the student must be prepared to defend **his/her** analysis. This will be a regular feature of the class on Fridays.

Tests and Grading:

All exams will be essay tests.

Mid Term	30%	A: 90-100%
Final.....	40%	B: 80-89%
Group Project.....	10%	C: 70-79%
Articles.....	10%	D: 60-69%
Class Participation..	10%	F: <60%

BUS 306
- Managing Human Resources

	COURSE SCHEDULE	
date	TOPIC	Comment
8/28/00	Introduction	
8/30/00	Chap 1 Meeting HR Challenge	
9/1/00	Chap 1 cont'd	
9/6/00	Chap 2 Structure & Work Flow	
9/8/00	Chap 2 contd	
9/11/00	Chap 3 EEO & Legal Environment	
9/13/00	Chap 3 contd	Guest Speaker TBA
9/15/00	Chap 3 contd	
9/18/00	Chap 4 <u>Managing</u> Diversity	
9/20/00	Chap 4 contd	
9/22/00	Chap 5 Recruiting, Selecting	
9/25/00	Chap5 , contd	
9/27/00	Chap 6 Separations, Downsizing	
9/29/00	Chap 6 contd	
10/2/00	Chap 7 Appraising Performance	Guset Speaker TBA
10/4/00	Chap 7 contd	
10/6/00	Chap 8 Training the Workforce	
10/11/00	Chap 8 contd	
10/13/00	MID TERM EXAM	
10/16/00	Chap 9 Developing Careers	
10/18/00	Chap 9 contd	
10/20/00	2 Group Presentations	
10/23/00	Chap 10 Compensation	
10/25/00	Chap 10 contd	
10/27/00	Chap 11 Rewarding <u>performance</u>	
10/30/00	Chap 11 contd	
11/1/00	Chap 12 Benefits	
11/3/00	Chap 12 contd	
11/6/00	2 <u>Group</u> Presentations	
11/8/00	Chap 13 Empl Relations & Comm	
11/13/00	<u>Chap</u> 13 contd	
11/15/00	<u>Chap</u> 14 Empl Rights & Discipline	
11/17/00	<u>Chap</u> 14 contd	Guest Speaker TBA
11/20/00	Chap 15 <u>Organized</u> Labor	
11/22/00	Chap 15 contd	
11/27/00	2 group presentations	
11/29/00	Chap 16 <u>Safety</u> and Health	
12/1/00	Chap 16 cont'd	
12/4/00	Chap 17 International HR Challenges	
12/6/00	Chap 17 contd	
12/8/00	<u>Review for</u> Final _____	_____
12/11/00	<u>Final Exam</u> 10:30 - 12:30	