INSTRUCTOR :	Bruce H. Monahan, MA Office Hours: MWF 11- Noon, or by Appointment Location - Business School Office	
	Phone TBD (Business School) 808-947-2489 (home)	
COURSE TITLE:	Management of Human Resources (BU 30601)	
TEXT:	Gomez-Mejia, Balkin & Cardy Macroeconomics, 2001, 3rd ed.	

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.

EXPECTATIONS:

- 1. Students are expected to read the assigned chapters and complete all assignments by the due date. When answering any of the assignments, take time to thoroughly discuss your responses. In some instances, there may not be one correct response, but the response you provide must be substantiated. As a reminder, there are no "one-word" or "one-sentence" responses to the assignments.
- 2. Assignments are due to the instructor on the date shown on the class schedule.
- 3. No credit will be given for late work unless prior arrangement is made with the instructor.

MAJOR ASSIGNMENT:

- Written Report. Each student prepares a 5-8 page typed report (double spaced), excluding title
 page, graphics, bibliography and footnotes pages. The report will be on a contemporary human
 resources issue of your choosing. The report is due Fridav 9 November. Topic suggestions: 1)
 Managing work flows and selecting an organizational structure; 2) Managing diversity; 3)
 Recruiting and selecting company employees; 4) Compensating and rewarding employee
 performance; 5) OSHA; 6) Job analysis/job descriptions and compensation; 7) Employee
 appraisal; 8) Employee training; 9) Employee development; or 10) Employee rights and discipline.
- Group Presentation. Each student participates in developing and delivering a group presentation on a Human Resources Management topic selected by the group, and with the approval of the instructor. The group will brief the others students in the class on their topic; and answers questions at the end of their presentation. Each presentation is expected to take TS 20 Min, followed by auestions and answers for up to 10 min. Further instructions will be provided by the instructor and team coaching will be available.

3. Homework.

Chapter 5, Keeping Good People - <u>Due Monday 24 Sept 01</u>. Homework assignment is worth 2 points. Complete discussion questions 1 & 3 (pg 192).

Chapter 8, Training the Workforce - <u>Due Wednesday 10 Oct 01</u>. Homework assignment is worth 2 points. Complete discussion questions 2 & 4 (pg 288).

Chapter 9, Developing Careers - <u>Due Wednesday 17 Oct 01</u>. Homework assignment is worth 2 points. Complete discussion question 2 (pg 318).

Chapter 10, Compensation - <u>Due Wednesday 24 Oct 01</u>. Complete discussion questions 1 & 2 (pg 353).

Chapter 13, Developing Employee Relations - <u>Due Friday 9 Nov. 01</u>. Complete discussion question 1 & 7 (pgs 451 & 452).

GRADING POLICY:

- Final Exam 30 pts
- Written Report 20 pts
- Group Presentation 20 pts
- Mid Term 15 pts
- Homework 10 pts
- Class discussion 5 pts
 100 pts
- A 90-100
- В **80-89**
- C 70-79
- D 60-69
- F less than 60

Chaminade University Honolulu, Hawaii 96812 COURSE **OUTLINE**

IAug 27Introduction & ExpectationsIdentify student expectations and prior experience.2.Aug 29Ch I Meeting HR ChallengesIdentify student expectations and prior experience.3Sept 05Ch 1 cont.Identify student expectations and prior experience.4Set 07CH 2 Managing Work Flows & Job AnalysisIdentify student expectations and prior experience.5Set 10CH 2 cont.Identify Student expectations and prior experience.6Set 12CH 3 EEO & LegalIdentify Student expectations and prior experience.7Set 14CH 3 cont.Identify Student expectations and prior experience.9Set 19CH 4 Managing DiversityIdentify Student expectations and prior experience.10Set 21CH 4 Cont.Identify Student expectations and prior experience.11Set 24CH 5 cont.Identify Student expectations and prior experience.13Set 28CH 6 Separations & DownsizinIdentify Student expectations14Oct 01CH 7 Appraising & in PerformanceIdentify Student expectations15Oct 12CH 8 cont.Identify Student expectations19Oct 15MID TERM EXAMIdentify Student expectations20Oct 222 Group PresentationsTBD23Oct 24CH 10 Managing CompensationIdentify Student expectations24Oct 26CH 11 cont.Identify Benefits25Oct 29CH 11 Scont.Identify Student expectations30	#	Date	Course Schedule / Topics	Comments
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