

### Basic Course Information

|                  |                                                               |                                                           |                                                                                   |
|------------------|---------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------------------|
| Semester         | <b>Fall 2018</b>                                              | Instructor's Name                                         | <b>Gordon Bailey</b>                                                              |
| Course Title & # | <b>Human Resource Management BUS 145</b>                      | Instructor's Email                                        | <a href="mailto:Gordon.bailey@imperial.edu"><b>Gordon.bailey@imperial.edu</b></a> |
| CRN #            | <b>11457</b>                                                  | Webpage (optional)                                        |                                                                                   |
| Room             | <b>403</b>                                                    | Office (PT Faculty:809)                                   | <b>805</b>                                                                        |
| Class Dates      | <b>16<sup>th</sup> of Aug thru 8<sup>th</sup> of Dec 2018</b> | Office Hours<br>(n/a for PT Faculty)                      | <b>As posted</b>                                                                  |
| Class Days       | <b>Thursday</b>                                               | Office Phone #<br>(PT may use dept. number)               | <b>760-355-6150</b>                                                               |
| Class Times      | <b>6:00 pm to 9:10 pm</b>                                     | Who students should contact if emergency or other absence | <b>Please use Email</b>                                                           |
| Units            | <b>3 Unit</b>                                                 |                                                           |                                                                                   |

### Course Description

Human Resource management is a central function of any organization. Generally, 50 percent or more of an organization's operating budget is used to pay the people who work there. HR management can be defined as the effective use of human capital in an organization through the management of people-related activities. It involves leadership, values, employment planning, recruiting and selecting employees, training and compensating them, and evaluating their performance. It also significantly influences the corporate culture and norms.

The general purpose of MGMT E-4240 is to familiarize students with the basic principles and techniques of human resource management. The course takes a practical view that integrates the contributions of the behavioral sciences with the technical aspects of implementing the HR function in the 'real world.' Certainly, not everyone who takes this course will become a human resource professional, although they will learn a great deal about those roles. Indeed, for many students this course will be the only HR course they take. However, all managers, no matter what their specialization, play an integral role in carrying out HR policies and practices in their organization – and they have to deal with their organization's human resources department.

Thus, a basic understanding of human resource management is essential whether the student works in a government agency, financial services, hospital, high technology industry, retail, educational institution, or other type of organization. A key objective of this course is to show that HR management is more than just accepting employment applications and keeping records; it is a central and strategic organizational activity of increasing complexity and importance.

### Course Objectives

These broad intentions can be defined more precisely through an examination of the course's specific objectives. By the end of the course the student will be able to:

1. Appreciate the importance of human resource management as a field of study and as a central management function;
2. Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions;

3. Know the elements of the HR function (e.g. – recruitment, selection, training and development, etc.) and be familiar with each element's key concepts & terminology; and
4. Apply the principles and techniques of human resource management gained through this course to the discussion of major personnel issues and the solution of typical case problems.

### **Textbooks & Other Resources or Links**

Human Resource Management: Functions, Applications, and Skill Development

Third Edition

by Robert N. Lussier (Author), John R. Hendon

ISBN-13: 978-1506360348

ISBN-10: 1506360343

### **Course Requirements and Instructional Methods**

Demonstration

Discussion

Individual Assistance

Lab Activity

Lecture

Distance Learning

Audio Visual

Computer Assisted Instruction

Two (2) hours of independent work done out of class per each hour of lecture or class work, or 3 hours lab, practicum, or the equivalent per unit is expected.

### **Course Grading Based on Course Objectives**

Grade Points

| Grade | Points    |
|-------|-----------|
| A     | 900-1000  |
| B     | 800-899   |
| C     | 700-799   |
| D     | 600-699   |
| Fail  | Below 599 |

To receive full credit, work must be turned in on time, as designated by the instructor. No credit will be given for late work. Tests must be taken on time, there are no make-up tests. Interaction with the instructor and other students is an integral part of the learning process. However, you must personally use the keyboard and mouse in completing the assignments. All work submitted for grading must be your own. Cheating will result in an 'F' for the assignment or an 'F' for the course at the instructor's discretion. Also, please verify that you have enrolled in the class correctly as for a letter grade or credit/no-credit. Final grades will not be changed for any reason because of student negligence.

### **Attendance**

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

### Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. **Consider**: specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

### Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

### Additional Help – Discretionary Section and Language

- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

### Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. If you feel you

need to be evaluated for educational accommodations, the DSP&S office is located in Building 2100, telephone 760-355-6313.

### **Student Counseling and Health Services**

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

### **Student Rights and Responsibilities**

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at [http://www.imperial.edu/index.php?option=com\\_docman&task=doc\\_download&gid=4516&Itemid=762](http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762)

### **Information Literacy**

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>