

Course	HRMG 5000 – Managing Human Resources
Term	Summer, 2008
Instructor	Name: Steven Modrcin Phone: 913-558-4666 stevenmodrcin91@webster.edu or vukjedan@aol.com
Catalog Description	This course is a comprehensive view of personnel policy development with emphasis on the interdependence of personnel and operating functions. Students analyze personnel functions of recruitment, development, training, compensation, integration into the workforce, and maintenance of personnel for the purpose of contributing to organizational, societal, and individual goals.
Prerequisites	None
Course Level Learning Outcomes	<ol style="list-style-type: none"> 1. Students will know and explain the important terminology, facts, concepts, principles, analytic techniques, and theories used in the field of human resources management. 2. Students will be able to effectively apply important terminology, facts, concepts, principles, analytic techniques, and theories in the field of human resources management when analyzing complex factual situations. 3. Students will be able to effectively integrate (or synthesize) important facts, concepts, principles, and theories in the field of human resources management when developing solutions to multifaceted human resource management problems in complex factual situations. 4. Students will be able to develop appropriate strategies for implementing solutions to human resources management problems that reflect their knowledge and explaining of the interrelationships among training, staffing, compensation, and employment law. 5. Students will be able to evaluate the quality of their proposed solutions to human resources management problems against appropriate criteria, including organizational constraints. 6. Students will be able to use basic statistical techniques to analyze human resources management issues. 7. Students will be able to explain basic financial and accounting information used by human resources managers.

Materials	<p><u>Human Resource Management</u> by Dessler; 11th edition, ISBN 0131746170.</p> <p>Text is available through MBS Direct Books at 1-800-325-3252 or www.mbsdirect.net. Checks and credit cards accepted.</p>								
Grading	<table border="1" data-bbox="446 373 1388 535"> <tr> <td>Exam (Midterm 100)</td> <td>100 pts</td> </tr> <tr> <td>Term paper/ presentation (oral & written)</td> <td>200 pts</td> </tr> <tr> <td>Home work, in class work</td> <td>500 pts</td> </tr> <tr> <td>Total Points Available</td> <td>800 pts</td> </tr> </table> <p>Bonus Opportunities</p> <p>Perfect attendance 50 points 50 points</p> <p>Total possible points= 850 points A= 850-700 B=699-600 C=599-500 D=499-400 F=399 & below</p> <p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul data-bbox="503 850 1339 1291" style="list-style-type: none"> • A/A- Superior graduate work • B+/B/B- Satisfactory graduate work • C Work that is barely adequate as graduate-level performance • CR Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. • F Work that is unsatisfactory • I Incomplete work • ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. • IP In progress • NR Not reported • W Withdrawn from the course 	Exam (Midterm 100)	100 pts	Term paper/ presentation (oral & written)	200 pts	Home work, in class work	500 pts	Total Points Available	800 pts
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Policy Statements: University Policies	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p>								

The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.

Drops and Withdrawals

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Special Services

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Disturbances

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From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.

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<p>Weekly Schedule</p>	<p>Assignments to be completed prior to first meeting</p>		
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	<p><u>Week</u></p>	<p><u>Assignment</u></p>	<p><u>Topic</u></p>
	<p>1 & 2</p>	<p>Read Chapters 1 & 3</p>	<p>Compare and discuss the “changing” and “new” roles of HR from a strategic, domestic and global perspective and be able to explain the Strategic Management Process and the HR Scorecard Approach. Understand the history and various laws and legislation as they apply to Equal Opportunity, Affirmative Action, Enforcement, as well as how to minimize/defend against discrimination allegations in recruitment practices and selection standards. Be able to discuss various Discriminatory Employment Practices and how to deal with these practices. Finally, be able to discuss Managing Diversity, Boosting and Measuring Workforce Diversity and the difference between Equal Employment and Affirmative Action. Discussion of general business and</p>

			management terms and concepts.
	3	Read Chapters 4 & 5	Understand the nature of Job Analysis, methods for collecting Job Analysis Information and to understand the difference between a Job Analysis, Job Description, and Job Specification, and how these are interrelated and the role of each in evaluating job performance, recruitment, interviewing, and selection of candidates for employment. Understand how to design and conduct effective recruiting.
	4	Read Chapters 6 & 7	Understand how to design, conduct and validate and effective testing and selection programs. Understand the various types of interviewing techniques of candidates in order to place the right person in the right job, at the right time. Understand the type of questions that can and cannot be asked during the interviewing, testing, and selection processes.
	5	Read Chapters 8 & 9	Midterm exam; Understand the differences between orientation and training, and their importance to new employees. Additionally, be able to discuss and compare traditional and new methods of training and how to evaluate and assess the effectiveness of training. Discuss the processes, approaches, and methods of performance appraisals and performance management, along with the types of appraisals interviews and how to deal with performance problems and solutions.
	6	Read Chapters 11 & 12	Be able to discuss the relationship between performance, pay compensation from a strategic and global perspective and the various types of financial incentives and recognition programs. Also be to discuss the traditional and new approaches to benefit plan. Be able to discuss ethics, justice, and fair treatment in HRMG and what shapes ethical behavior at work, and the role of HRMG in fostering ethics and fair treatment and in complying with the Sarbanes-Oxley

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	7	Read Chapter 13-15	
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