

GOVERNORS STATE UNIVERSITY
College of Business and Public Administration

Course Title: MGMT 320 Human Resource Management
Session: Fall 1994, Block I
Monday, 7:30 - 10:20 p.m.
Instructor: Dr. Marsha Katz
Phone: 708/534-4952
Office Hours: Monday: 6:00 - 7:30 p.m.
Tuesday: 5:30 - 6:30 p.m. (Orland)
Wednesday: 6:00 - 7:30 p.m.
And by Appointment
Room C-3362

Credit Hours: 3

Catalog Description:

Acquaints the student with concepts and techniques of the personnel process. Emphasizes ways to increase organizational group and personal effectiveness, as well as enhancing the quality of organizational life and to using the human resources available.

Prerequisite: MGMT 301

Textbook: Noe, Hollenbeck, Gerhardt & Wright
Human Resource Management: Gaining a
Competitive Advantage

Rationale:

In the decade of the '90s there is going to be a significant shortage of qualified employees. In these circumstances, employers will treat their employees as assets that can appreciate in value. The challenge will not only be to find them but to retain them, motivate them and make them loyal and productive parts of the business. Decisions about managing human resources will make more of a difference than ever before. This term we will cover some of the more vital areas that impact on human resources, such as hiring, motivating, compensating, developing and evaluating.

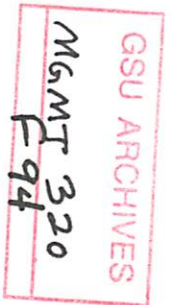
Modalities:

Lecture/discussion/experiential exercises/cases

Expected Student Outcomes:

At the end of this course, the student will have an understanding of:

1. The legal issues of personnel management, including hiring and safety.



2. Staffing the organizational, including job design, recruitment and selection.
3. Training and developing employees, including orientation and training, management and organization development and appraisal.
4. Compensation, including motivation, salary systems, incentive systems and benefit systems.
5. Unions, including organizing union campaigns, collective bargaining, the grievance handling.
6. Communication, including basics of communication and feedback as well as information systems such as HRIS.

Course Grading and Evaluation:

- a Regular preparation, attendance and participation in class will be considered in the instructor's subjective evaluation. Some absences are unavoidable during the semester but it is expected that all students are prepared for all classes.
- b. Examinations are to be taken as scheduled and all case analyses, papers, as well as activities, are to be turned in at or before class. In the case of an emergency, written work may be submitted by friend or mail. In case of mail, it should be postmarked no later than the day of class. Late work or make-up work will not be accepted if arrangements are not made prior to due date.

Each student will be expected to turn in three written reports. While more cases/activities will be assigned, only three will be grade. Students will choose the three reports to be turned in from assigned activities. All case studies will be typed or word processed, double spaced, with 1" margins.

No papers will be accepted late!

Examinations:

The examination will consist of multiple choice and essay questions.

Grades:

2 Midterms at 20% each	40%
Final Exam	20%
3 Reports at 10% each	30%
Participation	<u>10%</u>
	100%

General Education Issues:

Writing and critical thinking skills are incorporated into this class through extensive case analysis discussions and writing assignments.

Syllabus Statement for Persons with Disabilities:

It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

dak
8/94

TENTATIVE SCHEDULE - Human Resource Management

Date	Topic	Chapter	Case/Activity
9/12	Introduction Why H.R.? The Competitive Advantage		Ice Breaker
9/19	External Environment	1,2	Report Due. Article from Fortune about HRM
9/26	Global Issues	3	In class exercise
10/3	Legal Issues	4,5	Report Due. "Managing an Israeli Subsidiary," p. 115
10/10	Midterm-Chapters 1-5		
10/17	Job Analysis, Assess- ment & Work Attitudes	6,7 & 8	In class exercise
10/24	Planning & Recruitment	9,10	Report due. Whirlpool, p. 232
10/31	Selection	11	
11/7	Midterm 2-Chapters 6-11		
11/14	Training & Development	12,13 & 14	Report due. "Broken Link," p. 307
11/21	Compensation	15,16 & 17	In class exercise
11/28	Collective Bargaining	18	In class exercise
12/5	HRIS	19	Report due. "Selection in Teams," p. 408
12/12	Final		