



Lincoln University

Course Syllabus

Course Number and Title: BA 217 – Personnel Management

Lecture Schedule: Fridays 12:30 PM – 3:15 PM

Credit Units: 3 (45 hours of lecture)

Instructor: Tesfaye Ketsela, Ph.D.

Contact Information: tketsela2@aol.com or tketsela@lincolnuca.edu Tel. 510-837-5078

Office Hours: Fridays 10:30 AM – 12:30 PM

(Please call above number to schedule an appointment)

Main Text Book:

Mondy, R.W. (2013): *Human Resource Management (13th edition)*. New Jersey: Prentice Hall. ISBN-13: 978-0133043549

Supplemental Reading:

Sean, Valentine, Robert Mathis and John Jackson (2013). *Human Resource Management (7th Revised Edition)*. CENGAGE Publishers. ISBN-13: 9781305115248

Course Description: This course is a survey of the principles and practices related to development of sound personnel relationships with reference to employment, recruitment and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations and related topics.

Learning Objectives: Upon completion of this course, students will be able to:

- Define human resource management
- Distinguish the difference between Human Resource Management and Personnel Management
- Describe HR functions
- Compare and contrast the internal and external environments that affect human resource management
- Discuss various features of job analysis (purpose, approaches, use, etc)
- Describe the HR planning process
- List and critique recruitment and selection methods
- Evaluate Performance Appraisal models
- Discuss Employee Relations (unions, collective bargaining, etc)
- Analyze cases of HR problems and issues relating to your country

- Report on how important HR functions are applied at the work place and suggest ways of improving them
- Review and discuss the Employment and Labor Relations Acts of various countries and comment on how they work, their weaknesses and strengths

7. Method of Learning:

Power Point presentations will be used to provide students with the principles and concepts covered in the text as well as in various sources on relevant topics. Students are required to read the chapters assigned in advance of each class lecture. Cases relevant to the topic(s) covered will be given to students so that they analyze them in light of the principles and concepts learned. There will be class discussions and group presentation by students on the case analysis and internet assignments. Students will be expected to have access to computers and printers so that they download journal articles and do internet assignments

8. Code of Conduct:

Students will be required to attend all classes and come to class on time. They are encouraged to participate in class discussions and show a cooperative attitude and behavior towards their class mates as well as the instructor. Copying the work of other students and presenting as one’s own work (plagiarism) will result in the student being dismissed from class. While in class students must turn off their mobile phones or switch them to “Silent” mode so that there will be no disruption to the class.

9. Examination and Grading Policy:

Assessment will be done as follows.

- **Mid-term examination (25%)**
- **Group Project and Presentation (15%)**
- **Final Examination (45%)**
- **Class attendance and participation (15%).** *A daily record of attendance will be kept including a record of tardiness. Participation includes but not limited to:*
 - a) *coming to class on time staying in class*
 - b) *taking lecture notes*
 - c) *class presentations (individual and group)*
 - d) *showing cooperation and taking an active part as a team member in group assignments*

The grading system will be according to the Lincoln University policy which is as follows;

91% and above -----	A
86-90% -----	A
81-85% -----	B+
76-80% -----	B
71-75% -----	B-
66-70% -----	C+
61-65% -----	C
56-60% -----	C-
46-55% -----	D

If and when necessary, the grades can be adjusted to reflect a normal distribution curve.

Please note that if circumstances dictate, necessary modifications will be made to the above syllabus in order to address the needs of students or other reasons the instructor might find useful to the learning process.

(For daily class activities and assignments refer to the attached schedule)

Revised: August 19, 2015