



# Lincoln University

## Course Syllabus

**Course Number and Title:** BA 308 – Human Resources 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](mailto:tketsela2@aol.com) or [tketsela@lincolnu.edu](mailto:tketsela@lincolnu.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* (14th edition). CENGAGE Publishers. ISBN-13: 978-1133953104

**Course Description:** This course is concerned with those concepts pertaining to the prudent management of a firm's human resources. It deals with those being considered for positions, those parts of a firm and those leaving. The concept are based on the application of principles and norms for recruitment, selection, training, evaluation and performance appraisal. The value of intra-firm contacts and discussions on the issues of discipline and the negotiation of salary and wages is emphasized. Also covered are topics on labor relations, safety, supervision, incentive programs and federal and state regulations particularly regarding discrimination, harassment and work environmental concerns.

**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 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**