



# Lincoln University

## Course Syllabus

**Course Number and Title:** BA 217 – Personnel Management

**Spring Semester, January 21 - May 12, 2016**

**Lecture Schedule:** Thursdays 3:30 PM – 6:15 PM

**Credit Units:** 3 (45 lecture hours)

**Instructor:** Tesfaye Ketsela, Ph.D.

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Tel. 510-837-5078

**Office Hours:** Thursdays 10:30 AM – 12:30 PM

(Please call above number to schedule an appointment)

### **Main Text Book:**

Mondy, R.W. (2015): *Human Resource Management (15th edition)*. New Jersey: Pearson.

**ISBN-13:** 978-1292094489, **ISBN-10:** 1292094486

### **Supplemental Reading:**

Sean, Valentine, Robert Mathis and John Jackson (2016). *Human Resource Management (7<sup>th</sup> Revised Edition)*. CENAGE 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 other matters. **Prerequisite: BA 110**

**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.**

**Course Schedule and Activities for BA 217:  
Personnel Management  
Spring Semester, January 2 - May 12, 2016**

<b>Date</b>	<b>Topics to be covered</b>	<b>Reading Assignments</b>	<b>Activities</b>	<b>Remarks</b>
Week 1 Thursday Jan 21 3:30 - 6:15	<ul style="list-style-type: none"> <li>• Overview of HRM</li> <li>• Role of the HR manager</li> <li>• Environmental Factors of HRM</li> <li>• Levels of Strategic</li> </ul>	Chapters 1 and 2 and in text	Lecture, class discussion, question and answer session	
Week 2 Thursday Jan 28 3:30 - 6:15	<ul style="list-style-type: none"> <li>• Steps in the HR Planning Process</li> <li>• HR Forecasting Technique</li> <li>• Alternatives to Recruitment</li> </ul>	Read Chapter 6 for next class	Lecture, class discussion, question and answer session, Cases	
Week 3 Thursday Feb 4 3:30 - 6:15	<ul style="list-style-type: none"> <li>• Selection</li> <li>• Importance of Employee Selection</li> <li>• The Selection Process</li> </ul>	Read Chapter 7 for next class	Lecture, class discussion, question and answer session, Cases	
Week 4 Thursday Feb 11 3:30 - 6:15	<ul style="list-style-type: none"> <li>• Administering Selection Tests</li> <li>• Types of Employment Tests</li> <li>• Training and Development</li> </ul>	Read Chapters for next class	Lecture, class discussion, question and answer session	
Week 5 Thursday Feb 18 3:30 - 6:15	<ul style="list-style-type: none"> <li>• The Process of T and D</li> <li>• Methods of T and D</li> <li>• Evaluating Training Programs</li> </ul>	Read Chapter	Lecture, class discussion, question and answer session, Cases	

Week 6 Thursday Feb 25 3:30 - 6:15	<ul style="list-style-type: none"> <li>• Orientation Programs</li> <li>• The Orientation Checklist</li> </ul>		Lecture, class discussion, question and answer session	Video Presentation on "The Corporation" Part two
Week 7 Thursday March 3 3:30 – 4:30 PM  5:00 - 6:15	<p><b>Mid-term Exam - one hour</b></p> <ul style="list-style-type: none"> <li>• Performance Management and Appraisal</li> <li>• The PA Process</li> <li>• What to appraise</li> </ul>	Read Chapter 8	Lecture, class discussion, question and answer session continues after mid-term exam	
Week 8 Thursday March 10 3:30 – 6:15 PM	<ul style="list-style-type: none"> <li>• Characteristics of Effective Appraisal</li> <li>• Compensation and Benefits</li> </ul>	Read Chapter 9	Lecture, class discussion, question and answer session	
Week 9 Thursday March 24 3:30 – 6:15 PM	<ul style="list-style-type: none"> <li>• Internal Employee Relations Discipline action</li> <li>• Grievance Procedure</li> <li>• Progressive Disciplinary Action</li> <li>• The hot stove rule</li> <li>• Problems in taking Disciplinary Action</li> <li>• Class Discussion</li> </ul>	Read chapter 10	Presentations followed by class discussion question and comments	
<b>Week 10</b> <b>March 31</b>	<b>Spring Recess</b>			
Week 11 Thursday April 7 3:30 – 6:15 PM	<ul style="list-style-type: none"> <li>• Motivating Employees</li> <li>• Basic Principles of Motivation</li> </ul> <p>Motivation Theories and Models</p> <ul style="list-style-type: none"> <li>• Reinforcers as motivators</li> </ul> <p>Punishment Class Discussion on Point/Counterpoint – Money Motivates</p>	Read chapter 12	Lecture, class discussion, question and answer session	
Week 12 Thursday April 14 3:30 – 6:15 PM	Presentation of Projects Group 1 - 3	Read Chapter		

Week 13 Thursday April 21 3:30 – 6:15 PM	Presentation of Projects Group 5 - 6	Read Chapter 12	Lecture, class discussion, question and answer session	
Week 14 Thursday April 28 3:30 – 6:15 PM	<ul style="list-style-type: none"> <li>• Employment and Labor Laws Class Discussion on how Laws Perspectives Video Presentation on the Corporation</li> </ul>	Read Chapter 13 and 14	Lecture, class discussion, question and answer session	
Week 15 Thursday May 5 3:30 – 6:15 PM	Review of main course content in preparation for final examination		Lecture, class discussion, question and answer session  Revision	
Week 16 May 12 3:30 – 6:15 PM	<b>Final Exam</b>			

Please note that the above schedule for lectures, examination dates and other activities can be changed, modified or revised if unforeseen circumstances dictate so or the changes could be justified to address the needs of students. Any change to be made will be communicated to the students in advance.

Revised: January 2016