



# Lincoln University

## SPRING - 2018

**COURSE:** **BA 217 Personnel Management**  
3 units / 45 lecture hours (15 weeks)

**LEVEL - Advanced (A)**

**INSTRUCTOR:** **Dr. Tesfaye Ketsela**

**CLASS SCHEDULE:** **Tuesdays 3:30 PM – 6:15 AM**

**OFFICE HOURS:** **Tuesdays 11:00 AM to 12:00 PM**  
**(Please call at least a day in advance and make an appointment)**

### **TEXTBOOK:**

**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)* Edition). CENAGE Publishers. ISBN: 9781305115248

### **CATALOG 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

### **EDUCATIONAL OBJECTIVES**

- Discuss models, theories,, principles as well as application of Personnel Management
- Work on case studies to be assigned by instructor
- Write critique on relevant articles related to personnel management
- Discuss in class application of the principles and concepts presented

- Work on group projects, conduct group discussions and make presentation in class  
(Topics to be assigned to each group)

**COURSE LEARNING OUTCOMES**

	<b>Course Learning Outcome</b>	<b>Program Learning Outcomes</b>	<b>Institutional LO</b>	<b>Assessment</b>
1	Describe HR (personnel management) functions	PLO 1	ILO 2b,	Case studies, written projects, midterm/final exam
2	Compare and contrast the internal and external environments that affect human resource management	PLO 2	ILO 1b, ILO 6b	Case studies, written projects, midterm/final exam
3	Describe the HR planning process	PLO 5	ILO 1b	Case studies, written projects, midterm/final exam
4	List and discuss recruitment and selection methods	PLO 2	ILO 1b, ILO 5b	Case studies, written projects, midterm/final exam
5	Evaluate Performance Appraisal methods	PLO 3	ILO 1b, ILO 6b	Case studies, written projects, midterm/final exam
6	Discuss Employee Relations (unions, collective bargaining, etc)	PLO 4	ILO 4b, ILO 6b	Case studies, written projects, midterm/final exam
7	Compare and contrast different Motivation principles and models and discuss how they are applied in the work place	PLO 2	ILO 2b, ILO 6b	

**This is a direct classroom instruction course.**

Power Point presentation, case analysis, question and answer sessions, group discussion on selected topics, article review and class presentation by groups

**CLASS ATTENDANCE:**

Attendance will be taken on a daily basis. Students are expected to be present in class at all times during lectures, class exercises and group presentations. Class attendance and participation account for 15% of the total grade.

**EXAMS:**

There will be a mid-term exam ( 20 % of the total grade) and final exam 40 %). Examination questions include multiple choice, fill-in the blank as well as discussion questions. All exams are closed book.

**COURSE PROJECT:**

Students will be required to review articles and write a critique individually and an academic paper as a group. There will be a group presentation . These account for 15% (10% for individual articles reviews and 5% for group presentations)

**GRADING POLICY**

Percentage	Grade
90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
below 60%	F

Depending on the performance of the class some adjustment on the above percentage can be made to reflect a normal distribution

Weights	
Class Attendance and Participation	15%
Quizzes and class exercise	10%
Midterm Exam	20%
Final Exam	40%
Individual Research Project and Presentation	15%

**TENTATIVE CLASS SCHEDULE:**

Week	Topics to be covered	Related CLO
Week 1	<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>	CLO 1
Week 2	<ul style="list-style-type: none"> <li>• Steps in the HR Planning Process</li> </ul>	CLO 3

	<ul style="list-style-type: none"> <li>• HR Forecasting Technique Alternatives to Recruitment</li> </ul>	
Week 3	<ul style="list-style-type: none"> <li>• Selection</li> <li>• Importance of Employee Selection</li> <li>• The Selection Process</li> </ul>	CLO 4
Week 4	<ul style="list-style-type: none"> <li>• Administering Selection Tests</li> <li>• Types of Employment Tests</li> <li>• Training and Development</li> </ul>	CLO 4
Week 5	<ul style="list-style-type: none"> <li>• The Process of T and D Methods of T and D</li> <li>• Evaluating Training Programs</li> </ul>	CLO 4
Week 6	<ul style="list-style-type: none"> <li>• Orientation Programs</li> <li>• The Orientation Checklist</li> </ul>	CLO 1
Week 7	<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>	Mid-term exam (one hour to be followed by regular lecture and other activities)
Week 8	<ul style="list-style-type: none"> <li>• Characteristics of Effective Appraisal</li> <li>• Compensation and Benefits</li> </ul>	CLO 5
Week 9	<ul style="list-style-type: none"> <li>• Motivating Employees</li> <li>• Basic Principles of Motivation Motivation Theories and Models</li> <li>• Reinforcers as motivators Punishment Class Discussion on Point/Counterpoint – Money Motivates</li> </ul>	Read chapter 7
Week 10	<p>Presentation of Projects Group 1 - 3</p>	CLO 1 - 7
Week 11	<p>Presentation of Projects Group 5 - 6</p>	CLO 1-7
Week 12	<ul style="list-style-type: none"> <li>• Employment and Labor Laws Class Discussion on how Laws Perspectives</li> </ul>	CLO 5

Week 13	Review of main course content in preparation for final examination	CLO 1 -7
Week 14	Final Exam	

**Please note that there will be one week off for Spring break.  
The above schedule might be modified or changed depending on  
how each session is affected by class discussion, exercises, etc.**

**Syllabus Reviewed: 01/10/2018**

**Appendix A. Program and Institutional Learning Outcomes.**

<b>Institutional Learning Outcomes (ILOs)</b>	
<i>Graduates of the BA program of Lincoln University should be able to:</i>	
<b>1a</b>	Develop the habits and skills necessary for processing information based on intellectual commitment, and using these skills to guide behavior.
<b>2a</b>	Raise important questions and problems, and formulate them clearly and precisely in oral or written communication
<b>3a</b>	Act with dignity and follow the principles concerning the quality of life of all people, recognizing an obligation to protect fundamental human rights and to respect the diversity of all cultures.
<b>4a</b>	Focus on individual and organizational benefits; communicate to co-workers and company's leadership in facilitation of collaborative environment; to be honest and transparent with regard to their work, and to be respectful of the work of others.
<b>5a</b>	Display sincerity and integrity in all their actions, which should be based on reason and moral principles; to inspire others by showing mental and spiritual endurance
<b>6a</b>	Show creativity by thinking of new and better goals, ideas, and solutions to problems; to be resourceful problem solvers.
<b>7a</b>	Define and explain the boundaries, divisions, styles and practices of the field, and define and properly use the principal terms in the field

<b>Program Level Outcomes (PLOs)</b>	
<i>Students graduating our BA program will be able to:</i>	
<b>1</b>	Demonstrate knowledge in the principle areas of general business and specific areas of concentration, which include: general business, management, entrepreneurship, and management information business.
<b>2</b>	Determine the information needed to evaluate a business problem. Apply critical thinking and reasoning skills to recognize credibility and accuracy.
<b>3</b>	Demonstrate the ability to communicate with others using written and oral communication tools.
<b>4</b>	Demonstrate the ability to use analytical skills to understand business problems and make well-informed decisions.
<b>5</b>	Apply and comply with ethical and legal principles and evaluate different ethical perspectives.

**Appendix B. Classification of LU curriculum courses:**

<b>Code</b>	<b>Classification</b>	<b>Description</b>
Courses < 10, and 300A/300B	Review (R)	Review courses are supplemental courses that are not a part of any program.
Courses 10 - 99	Introductory (I)	Introductory undergraduate courses are designed to acquaint students with foundational concepts, ideas, and competences in a specific field of study as well as general education disciplines. General Education courses provide a background in the liberal arts and expose students to the fundamental aspects of human culture. They also help students to develop analytical and communication skills and foundation for advanced work in the major field of study.
Courses 100 - 199	Developed (D)	Developed undergraduate courses build upon the concepts, ideas, and competences introduced in the Introductory level; expanding students' understanding of the specific field of study.
<b>Courses 200 - 286</b>	<b>Advanced (A)</b>	<b>Advanced courses in undergraduate programs are intended to bring students' comprehensive knowledge of concepts, ideas, and skills in the specific field of study to the highest level within the baccalaureate programs.</b>
Courses 288 - 299	Bachelor Assessment (BA)	Bachelor Assessment courses are structured to provide opportunity to assess students' achievements of set program learning outcomes.