



Lincoln University

BA 217 – Personnel Management COURSE SYLLABUS

Fall, 2019

Instructor: Dr. Ken Germann
Lecture Schedule: Wednesday, 12:30 PM – 3:15 PM
Credits: 3 units / 45 lecture hours
Level: Advanced (A)
Office Hours: Wednesday, 12:00 PM – 12:30 PM
E-mail: kgermann@lincolnuca.edu
Phone: (510) 628-8016
Home e-mail: kengermann@att.net
Home Phone: (510) 531-3082
Textbooks: Gary Dessler, Human Resource Management, 13e, Pearson;
ISBN: 13: 978-0-13-2666821-7; 2013
Prerequisites: BA 110
Last Revision: July 24, 2019

CATALOG DESCRIPTION

A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting 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*

COURSE LEARNING OUTCOMES¹

	Course LO	Program LO	Institutional LO	Assessment Activities
1	Understand the roles of recruiting, training and compensating.	PLO 1	ILO 1b, ILO 2b	Homework, Written Group Project.
2	Develop employee relations.	PLO 2	ILO 2b, ILO 7b	Homework, Written Group Project.
3	Design human resource strategies. Utilizing selection tools in hiring.	PLO 4	ILO 4b, ILO 5b, ILO 6b	Oral Group Presentation.

¹ Detailed description of learning outcomes and information about the assessment procedure are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

	Appreciating labor relations and collective bargaining.			
4	Creating a safe and healthy work place. Managing human resources.	PLO 6	ILO 3b	Homework, Written Group Project, Oral Presentation.

INSTRUCTIONAL METHODS

Lecture method is used in combination with marketing case studies. The emphasis will be on learning by doing. Every student must participate in an intensive classroom activity.

Assignments and projects require students to actively use resources of the library. Detailed guide to business *resources of the library* as well as the description of Lincoln University approach to *information literacy* are available at the [Center for Teaching and Learning](http://ctl.lincolnuca.edu) website (ctl.lincolnuca.edu).

LECTURES AND HOMEWORK

I will lecture on both assigned readings and supplemental lectures. You will be responsible for both reading the assigned chapters in advance and word processing the questions at the end of each of the chapter's case studies.

GROUP ASSIGNMENT

You will form teams of four students, for the purpose of developing a human resource plan for an actual company. The written group project is due the next to last class and the oral presentation is due on the last class.

EXAMS

For your midterm you will have a take home essay exam covering the first 9 chapters. For the final you will have the same assignment covering chapters 10-18.

GRADING

Your grade will be determined as follows:

Grade Structure	Points
Case Studies	200
Final Group Project	200
Midterm and Final Exams	200
Total Points	600

Grades will be earned as follows:

564-600	A	444-461	C
540-563	A-	420-443	C-
522-539	B+	402-419	D+
504-521	B	379-401	D
480-503	B-	360-378	D-
462-479	C+	359 + below	F

CLASS SCHEDULE

Date	Focus of Discussion	Assignment
Week 1:	Chapters 1-2	No case studies
Week 2:	Chapters 3-4	Case studies
Week 3:	Chapters 5-6	Case studies
Week 4:	Chapters 7-8	Case studies
Week 5:	Chapter 9	Case studies, Take Home Midterm: 1-9
Week 6:	Chapter 10	Case studies
Week 7:	Chapter 11	Case studies
Week 8:	Chapter 12	Case studies
Week 9:	Chapter 13	Case studies
Week 10:	Chapter 14	
Week 11:	Chapter 15	
Week 12:	Chapter 16	
Week 13:	Final take home exam	
Week 14:	Group project: Written and Oral	

COMMENTS

- * Participation is required. What you put into the class will determine what you get out of it - and what others get out of it.
- * Please come on time. Late arrivals disturb everyone else.
- * If you miss a class, you are responsible for getting notes on the material covered from a classmate.
- * To avoid distracting noise in class, cellular phones must be turned off or the ringing mode silenced.
- * Questions and comments during the class are welcome. Do not hesitate to ask questions - do not leave anything unclear for you.

MODIFICATION OF THE SYLLABUS

The instructor reserves the right to modify this syllabus at any time during the semester. Announcements of any changes will be made in the classroom.

INSTRUCTOR BIO

Instructor has the greatest job in the world: teaching for the past 45 years. During that time he has also worked in operations; been an attorney; actor; a senior manager; and consultant. He has been lucky to work and traveled to 193 countries.