

Lincoln University

BA 308: Human Resource Management Course Syllabus

Department of Business and Economics

Level: Mastery 1 (M1)

Summer, 2021

Credit: 3 Units (45 lecture hours)

Instructor Dr. Ken Germann

Office Hours: T/TH 8:30-9 AM

Class: T/TH 9-11:45 AM (6/15- 7/29/21)

Home Phone: 510-531-3082

Email: kengermann@att.net

Text: Gary Dessler, Human Resource Management, 13e, Pearson;

ISBN: 13: 978-0-13-2666821-7; 2013

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 the firm and those leaving. The concepts are found in the application of principles and norms for recruiting, selecting, training, evaluation and performance appraisal. The value of intra-firm contracts and discussion for matters of discipline and the negotiation of salary and wage matters is emphasized. Also covered are: labor relations, safety, supervision, incentive programs, federal and state regulation, particularly regarding discrimination, harassment and environmental concerns.

Course Learning Objectives:

- \* Understand the roles of recruiting, training and compensating. PLO 1; ILO 1b and 2b
- \* Develop employee relations. PLO2; ILO 2b and 7b
- \* Design human resource strategies. PLO4; ILO 4b, 5b, and 6b
- \* Utilizing selection tools in hiring.
- \* Appreciating labor relations and collective bargaining.
- \* Creating a safe and healthy work place. PLO 6; ILO 3b
- \* Managing human resources

Grading: Total of 600 Points

Case Studies: 200 points

Group Plan: written and oral presentations: 200 points

Midterm and Final                      100 points (each)

#### 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.

#### Midterm and Final

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.

#### Course Outline

Week 1: Chapter 1-3, No case studies

Week 2: Chapters 4-6, Case studies

Week 3: Chapters: 7-9, case studies. Take home midterm (Due Week 4)

Week 4: Chapters 10-12, case studies

Week 5: Chapters 13-15, case studies

Week 6: Chapters 16-18, case studies. Take home final (due Week 7)

Week 7: Group Project: Written and Oral Presentations

#### Grading Criteria:

A 94 – 100      A- 90 – 93

B+ 87 – 89      B 83 – 86      B- 80 - 82

C+ 77 – 79      C 73 – 76      C- 70 - 72

D+ 67 – 69      D 60 – 66

F 0 – 59

#### Instructor's 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.

Revised: 4/10/2021