



Bethesda University of California

Syllabus of MBA-501, “Human Resource Management”

3 Semester Units / 3 Hours

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Fall: 8-27-2015 to 12-10-2015, every Thursday, 6:50pm – 9:20pm

1. RELATIONSHIP OF COURSE TO BETHESDA UNIVERSITY’S MISSION:

Bethesda University of California is a Christ-centered community of higher education, preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the church, community, and global society. This course serves focuses on human resources management as a component of the business education required to fulfill the broader mission of Bethesda University.

2. COURSE DESCRIPTION:

This course introduces the students to the most progressive and advanced theory and applications of modern human resources management.

This course covers the most captivating, compelling snapshot of contemporary human resource management into the hands of our students with Mathis/Jackson's Human Resource Management, 14th Edition. As the best-selling HR text worldwide, this text offers the most current look at HR and its impact on today's organizations with new integrated cases, which will assist students for further research in human resources management. Whether our students are future or currently practicing HR professionals, this course is a trusted resource in preparing for today's HR professional careers. Studying this course students examine emerging trends in technology, globalization, and HR Metrics as they see first-hand, how current events shape the study and practice of HR today.

3. COURSE OBJECTIVES (STUDENT LEARNING OUTCOMES)

After completing this course, students will have achieved the following:

Student Learning Outcomes	Assignments for Assessment
1) Understand the challenges of human resources management.	Weekly reading; Class interactions; Quiz; Unit Exam
2) Understand human resources organization strategy and planning	Weekly reading; Class interactions; Quiz; Unit Exam
3) Identify major government agencies that enforce employment discrimination laws	Weekly reading; Class interactions; Quiz; Unit Exam
4) Explain how the workforce is changing in unpredicted ways.	Weekly reading; Class interactions; Quiz; Unit Exam
5) Understand how labor markets can be identified and approached.	Weekly reading; Class interactions; Quiz; Unit Exam
6) Selection and placement of human resource personnel.	Weekly reading; Class Interactions, Quiz; Unit Exam
7) Identify the importance of talent management.	Weekly reading; Class interactions; Quiz; Unit Exam
8) Identify why performance management is necessary.	Weekly reading; Class interactions; Quiz; Unit Exam
9) Explain the major laws governing employee compensation.	Weekly reading; Class interactions; Quiz; Unit Exam
10) Define benefit and identify four strategic benefit considerations.	Weekly reading; Class interactions; Quiz; Unit Exam
11) Understand risk management and identify its components	Weekly reading; Class interactions; Quiz; Unit Exam
12) Discuss what a union is and why employers resist unions.	Weekly reading; Class interactions; Quiz; Unit Exam

4. COURSE MATERIALS

1) Required texts:

“Human Resource Management”, 14th Edition by Mathis & Jackson,
 Cengage Learning, ISBN-13: 978-1-285-06113-9

2) Recommended books:

a) “Managing Human Resources”, 16th Edition by Snell & Bohlander,
 Cengage Learning, ISBN-13: 978-1-111-82472-3

3) There are a number of Human Resource Management related Web sites are available.

And they will be introduced as classes progress.

5. GRADING INFORMATION:

1) Grading Scale:

Letter Grade	Numerical Grade	Grade Points	Quality of Performance
A	95-100	4.0	Outstanding
A-	90-94	3.7	Excellent
B+	87-89	3.3	Good +
B	84-86	3.0	Good
B-	80-83	2.7	Good -
C+	77-79	2.3	Satisfactory +
C	74-76	2.0	Satisfactory
C-	70-73	1.7	Satisfactory -
D+	67-69	1.3	Poor
D	64-66	1.0	Very Poor
D-	60-63	0.7	Extremely Poor
F	59 or lower	0	Failure

2) Grading Rubric:

Requirements	Points
Attendance	5 pts – must not exceed 3 absences
Participation	5 pts
Homework Assignments	25 pts. (12 times)
Quizzes	10 pts. (2 times)
Mid-term Exam	10 pts.
Research Project	25 pts.
Final Exam	20 pts.
Total	100

Test policy: Tests must be taken on the assigned dates. Except in cases of medical emergency, make-up exams are not permitted without prior approval from the instructor.

6. INCOMPLETE POLICY:

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition.

After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by November 15, 2015. After receiving approval from the office, the student must then obtain approval from his or her instructor.

7. ATTENDANCE POLICY:

Regular and punctual attendance is expected of all students. Absences are counted from the first day of class. If absence is necessary, students should not be absent more than three times for a three-hour class meeting once a week. Absences include doctor visits, conferences, and all other "excused" absence. A student with excessive absences may be dropped from class with a grade of "F." Three occurrences of tardiness is equivalent to one absence.

8. ACADEMIC INTEGRITY:

Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source.

9. Research Project: Professor will assign students for research projects based on human resource management application area, such as, cases, exercises, Incidents and skill builders during the mid-phase of the term.

10. COURSE SCHEDULE:

Wk	Date	Chptr	Chapter Topic	Learning Objectives
1	08/27	1	Introduction to course Human Resource Management in Organizations	Define human capital, Identify where employees can be used as a core competency, Seven categories of human resource functions
2	09/03	2	Human Resource Strategy and Planning	Organizational strategic planning process, Key differences in good and bad strategy, How strategies are merged with organization
3	09/10	3	Equal Employment Opportunity	Major government agencies that enforce employment discrimination laws, Civil rights acts
4	09/17	4	Workforce, Jobs, and Job Analysis	How workforce is changing in unpredicted ways, Components of workflow analysis, Telework, Components of job description
5	09/24	5	Individual/ Organization Relations and Retention	Four different views of motivation at work, Nature of psychological contract, Difference between job satisfaction and engagement
6	10/01	6	Recruiting and Labor Markets	List different ways in which labor markets can be identified and approached, Five external recruiting sources, Recruiting measurements
7	10/08	7	Selecting Human Resources	Selection and Placement, Steps of typical selection process, Three types of selection tests, How legal concerns affect background investigation
8	10/15	8	Training Human Resources	Strategic approach in training, How to design and evaluate an orientation program, e-learning
10	10/29	10	Performance Management and Appraisal	Why performance management is necessary, Three types of performance information, Appraisal feedback
11	11/05	11	Total Rewards and Compensation	Three general components of total rewards, Major laws concerning employee compensation, Global compensation systems
12	11/12	12	Variable Pay and Executive Compensation	Three elements of successful pay-for-performance plans, Three types of individual incentives, Profit sharing and employee stock ownership

	11/19		Thanksgiving and no class	
13	11/26	13	Managing Employee Benefits	Four strategic benefit considerations, Employee benefits in the US and other countries, Mandated and voluntary benefits
14	12/03	14	Risk Management and Worker Compensation	Risk management and its components, Three legal areas affecting safety and health, Occupational Safety and Health acts of 1970
15	12/10		Final Exam	

This schedule can be updated in part or in whole as necessity arises.