



Course Syllabus

Bethesda University of California

BETHESDA UNIVERSITY MISSION STATEMENT:

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.

Course Number and Title: MBA 501 Human Resources Management

Semester: 2015 Spring Professor: Steven S. Kang

Office: # 302

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Office Hours: Students may make appointments with their professor or after class.

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 Snell/Bohlander's Manageing Human Resources, 16th 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
 - (1) "Managing Human Resources", 16th Edition by Snell & Bohlander
- 2) Recommended books and reading:
 - (1) "Human Resource Management", 14th Edition by Mathis & Jackson
 - (2) "Human Resource Management Application: Cases, Exercises, Incidents, and Skill
- 3) There are a number of Human Resource Management related Web sites are available. And they will be introduced as classes progress.

5. COURSE REQUIREMENTS AND TIME ESTIMATES (at least 15 hours/credit):

Requirements	Time Estimate
Reading of Class Texts/ppt files	20 hours
Studying for Quizzes/Homework	20 hours (Quizzes/Homework)
Studying for 2 Exams	20 hours (Mid-term/Final)
Research / Planning	20 hours (Individual assignment)
Total Hours	80 hours

6. 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. (10 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.

7. 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 June 2, 2013. After receiving approval from the office, the student must then obtain approval from his or her instructor.

8. 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.**

9. 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.

10. COURSE PRAYER SUBJECTS:

- 1) Personal prayer requests.
- 2) Group prayer requests

11. 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.

12. COURSE SCHEDULE:

Week	Date	Class Topic	Reading	Homework / Quiz
1	02/24	Introduction to course / review syllabus Challenge of Human Resources Mangmnt	Syllabus and Ch 1	
2	03/03	Continuation of Chapter 1	Ch 1 Lecture Note	HW Assignment #1
3	03/10	Strategy and Human Resources Planning	Ch 2 Lecture Note	HW Assignment #2
4	03/17	Equal Employment Opportunity and Human Resources Management	Ch 3 Lecture Note	Quiz 1
5	03/24	Job Analysis and Job Design	Ch 4 Lecture Note	HW Assignment #3
6	03/31	Expanding the Talent Pool: Recruitment and Careers	Ch 5 Lecture Note	HW Assignment #4
7	04/07	Employee Selection	Ch 6 Lecture Note	HW Assignment #5
8	04/14	Training and Development	Ch 7	Mid-Term

			Lecture Note	
9	04/21	Performance Management and the Employee Appraisal Process	Ch 8 Lecture Note	HW Assignment #6
10	04/28	Managing Compensation	Ch 9 Lecture Note	HW Assignment #7
11	05/05	Pay-for-Performance Incentive Rewards	Ch 10 Lecture Note	HW Assignment #8
12	05/12	Employee Benefits	Ch 11 Lecture Note	Quiz 2
13	05/19	Employee Rights and Discipline	Ch 13 Lecture Note	HW Assignment #9
14	05/19	The Dynamics of Labor Relations	Ch 14 Lecture Note	HW Assignment #10
15	06/02	International Human Resources Management, and Review for Final	Ch 15 Lecture Note	
16	06/09	Final Term Exam with Open Books and Notes		Final

A brief powerpoint file will be attached with each homework file to help students to understand the chapter concept.

This schedule can be adjusted in part or in whole as necessary.