HUMAN RESOURCES MANAGEMENT
HRPO 2301
Spring 2004

INSTRUCTOR: Benjamin Blanco, MBA, MIS
OFFICE: VB151
CLASSROOM: MW 8:00-9:20 pm, VB 339
Phone: 698-1189
E-mail: bblanco@delmar.edu

COURSE DESCRIPTION
Behavioral and legal approaches to the management of human resources in organizations.
Assessment Levels: R2, E2, M1.

INCOMING COMPETENCY OF STUDENT EXPECTED BY INSTRUCTOR
The students are required to effectively communicate their responses to questions in written form and to participate articulately in class discussions.

COMPETENCIES
The student will be able to:
A. Identify the trends affecting Human Resource Management.
   C4-2, C15-2, C16-2
   F1-4
B. Summarize human resource activities.
   C4-2, C15-2, C16-2
   F1-4
C. Outline how the strategic human resource planning process is utilized to meet employee and company goals.
   C4-2, C7-2, C15-2
   F1-4
D. Write a job description and the job specifications for it based on a job analysis.
   C1-2, C4-2, C7-3
   F1-4, F2-3
E. Diagram and explain a typical selection process in sequential order.
   C1-3
   F1-4, F10-3
F. Describe monetary and non-monetary compensation plans.
   C2-2
   F1-4, F3-2
G. Justify the need for training and development.
   C7-2, C12-2, C13-2
   F1-4
H. Summarize basic previsions of legislation affecting Human Resource Management.
   C7-2, C10-2
   F1-4
I. Outline a progressive discipline sequence.
   C1-3
   F1-4, F10-3
J. Justify the importance of each stage in a grievance procedure.
   C12-2, C13-2
   F1-4
K. Research a selected topic in Human Resource Management.
C1-3, C5-3, C7-3
F1-4, F2-3, F7-2, F8-2, F9-2, F11-2, F13-3

(See Attached Pages)

**IDEA STUDENT EVALUATION ESSENTIAL AND IMPORTANT OBJECTIVES**
1. Gaining factual knowledge (terminology, classifications, methods, trends)
2. Learning fundamental principles, generalizations, or theories
3. Learning to apply course material (to improve thinking, problem solving, and decisions)

**TEXTS USED**
*Human Resource Management, 8th edition,* 
R. Wayne Mondy/R. M. Noe/Shane R. Premeaux, 
Prentice Hall

**MATERIALS NEEDED**
Scantrons - Form 882E  
Scantron - Form 815E

**ADDITIONAL READING**
Handouts  
Library Assignment, Research

**ATTENDANCE**
Attendance at all classes is expected and required. In-class assignments and attendance will be considered in your semester grade. If you are absent more than 2 consecutive meetings, it will be presumed that you have dropped this course, unless you notify me otherwise. You are responsible for formally dropping this course if necessary. If you simply discontinue attending, it will result in an F for your semester grade, which will appear on your college transcript. Consistent tardiness will be considered an absence.

**EXAMS AND QUIZZES**
Three (3) exams will be given during this semester. These exams are objective in nature. See the Class Schedule for exam dates. If you must miss an exam due to an emergency please notify me BEFORE the exam. You will be eligible for a make-up exam only if your absence is excused. Frequent in-class quizzes will also be given. No make-up quizzes will be given during the semester. Scantron Form 882 E will be required for each exam; quizzes will require use of Scantron Form 815E.

**TEAMS**
Since teamwork is the basic model used by many businesses today, you will be asked to form teams to complete weekly assignments and one research project. You should choose your teammates very carefully since every member of the team will receive the same grade for each team assignment. At the end of the semester you will be required to complete an evaluation of each team member; your evaluation will be part of the final grade for your teammates.
GRADING SYSTEM

Four (4) exams at 100 points each = 400 points
Chapter exercises/Assignments/ = 100 points
Case Assignments
Quizzes = 75 points
Attendance, class participation = 100 points
Team Evaluation = 125 points

TOTAL POINTS* = 800 points

* Points are an approximation only.

LETTER GRADES

A = 90% of total points
B = 80%
C = 70%
D = 60%
F = 0-59%

Important note: In order for each student to feel free to express him or herself, tape recording of the class is prohibited (except under circumstances of documented need).

***** Students requesting disability accommodations or information are encouraged to contact the office of Special Services, 188 Harvin Center, 698-1298.

Students are expected to maintain the integrity of the College by avoiding dishonesty in their own behavior and by expecting honest behavior from their fellow students. Meeting this requirement means avoiding plagiarism, collusion, and cheating, and protects the student from disciplinary action. Please refer to the Del Mar College Manual of Policies and Procedures (Policy on Scholastic Dishonesty, B7.13.6) for possible consequences related to disciplinary action. Students should demonstrate high ethical standards, principles of behavior, and personal integrity.
# TENTATIVE SCHEDULE

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<tr>
<th>Week</th>
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<th>Topic</th>
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<tr>
<td>1</td>
<td>Jan 19</td>
<td>Labor Day - Holiday</td>
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<td></td>
<td>Jan 19</td>
<td>Introduction / Syllabus</td>
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<tr>
<td>2</td>
<td>Jan 26</td>
<td>Chapter 1 Human Resource Management: An Overview</td>
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<td>3</td>
<td>Feb 2</td>
<td>Chapter 2 The Environment of Human Resource Management</td>
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<td>Chapter 3 Equal Employment Opportunity and Affirmative Action</td>
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<td>Chapter 4 Job Analysis and Human Resource Planning</td>
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<td>10</td>
<td>March 22</td>
<td>Chapter 8 Training and Development</td>
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<td>March 22</td>
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<td>Chapter 11 Compensation</td>
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<td>Chapter 12 Benefits and Other Compensation Issues</td>
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<td>Chapter 10 Performance Appraisal</td>
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<td>Chapter 13 A Safe and Healthy Work Environment</td>
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<td>Chapter 16 Internal Employee Relations</td>
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<td>Chapter 17 Global Human Resource Management</td>
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**PLEASE NOTE:**
This syllabus is not a contract and may be changed at the instructor's discretion if necessary.
SCANS (Secretary's Commission on Achieving Necessary Skills) competencies are integrated into this course competency-based outcomes to improve your education by helping you better define and use work place skills needed for employment. Each competency will integrate several scans competencies to assist you in developing and reinforcing employable skills. Competencies are criterion referenced (i.e., they are measured against predetermined levels of proficiency in skills for effective job performance).

The know-how identified by SCANS is made up of five competencies and a three-part foundation of skills and personal qualities that are needed for solid job performance. These are:

WORKPLACE COMPETENCIES -- Effective workers can productively use:

- **Resources** - They know how to (C1) allocate time, (C2) money, (C3) materials, and (C4) staff

- **Information** - They can (C5) acquire and evaluate data, (C6) organize, and maintain files, (C7) interpret and communicate, and (C8) use computers to process information.

- **Interpersonal Skills** - They can work on (C9) teams, (C10) teach others, (C) serve customers, (C12) lead, (C13) negotiate, and (C14) work well with people from culturally diverse backgrounds.

- **Systems** - They (C15) understand social, organizational, and technological systems; (C16) they can monitor and correct performance; and (C17) they can design or improve systems.

- **Technology** - They can (C18) select equipment and tools, (C19) apply technology to specific tasks, and (C20) maintain and troubleshoot equipment.

FOUNDATION SKILLS -- Competent workers in the high-performance workplace need:

- **Basic Skills** - (F1) reading, (F2) writing, (F3) arithmetic and (F4) mathematics, (F5) listening and (F6) speaking.

- **Thinking Skills** - (F7) to think creatively, (F8) to make decisions, (F9) to solve problems, (F10) to visualize, (F11) the ability to learn, and (F12) to reason.

- **Personal Qualities** - (F13) individual responsibility, (F14) self-esteem, (F15) sociability, (F16) self-management, and (F17) integrity.
### COMPETENCY-BASED OUTCOMES WITH WORKPLACE PROFICIENCY LEVELS for HRPO 2301:

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<th>Resources</th>
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### COMPETENCY-BASED OUTCOMES WITH FOUNDATION SKILLS LEVELS:

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### PROFICIENCY LEVELS FOR SCANS COMPETENCIES:

- **1 rarely performs task**
- **2 routinely performs task w/moderate supervision**
- **3 routinely performs task w/minimal supervision**
- **4 routinely performs task**
- **5 routinely performs task over/beyond designated task**

### SCHEDULE OF REQUIRED READINGS, CLASS PREPARATION AND ASSIGNMENTS, LECTURES, DISCUSSIONS, STUDENT PREPARATIONS, AND EXAMS
Article Review

The purpose of article reviews is to bring the current application of compensation management principles to the course. There is much literature from which to select your articles; however all articles must come from recognized publications, or the Internet. You may also use the Wall Street Journal, and other publications such as Business Week, Inc., Fortune, Forbes, and Entrepreneur. The Corpus Christi Caller Times will usually not be an acceptable source.

The summary is to have two distinct parts, and should follow the following format:

****************************************************************************************************
Name(s)
HRPO 2301
Date

Name of Author, "Title of Article," Periodical, Date of Publication, pp. #’s.

Article Summary

Briefly summarize the article focusing on the main topics. This section highlights main ideas in the article; opinions are not given here.

Relevance to the Material

State how the article relates to the materials covered that week. State the specific concept(s) and the specific chapter to which your article relates. You may state your opinions here, but it is not necessary.

****************************************************************************************************

Each of the two parts has a point value of 5 points, for a total of 10 points.

Articles are to be no older than 6 months (except with prior approval).

Please use single space for the copy and double space between paragraphs.

Limit your summary to one typewritten page!!! No coversheet, please.

Attach a copy of the article to the summary.

Important note: You are expected to know the rules regarding plagiarism and to abide by them in every written assignment.