

MASTER SYLLABUS
School of Business and Economics, Sonoma State University

Bus 340 Survey of Human Resource Management 4 units

I. **Catalog Description:** Comprehensive introduction to the management of human resources. Topics include assessing human resource needs, job analysis, recruitment and selection orientation and training, performance evaluation, labor relations and government regulation. Prerequisites: BUS 211 and 225.

II. **Prerequisites:** All pre-business courses must be taken prior to registration in BUS 344, and must be completed with a letter grade of C or better. It is desirable that some upper division courses also be completed, especially BUS 344.

III. **Course Learning Outcomes:**

General: The domain of the course is the entire field of human resource management. A broad perspective is taken in the course in exploring all facets of the relationship between the employer organization and the employee. The objective is to achieve a full appreciation of the richness and depth of material that comprises the discipline.

Specific Objectives: After successful completion of the course, the student will be able to:

- 1) Demonstrate a basic understanding of all government regulation affecting employees.
- 2) Demonstrate a basic understanding of all issues relating to recruitment and selection.
- 3) Demonstrate a basic understanding of all issues relating to job description and job design.
- 4) Demonstrate a basic understanding of all issues relating to motivating a modern workforce.
- 5) Demonstrate a basic understanding of all issues relating to compensation and benefit administration.
- 6) Demonstrate a basic understanding of all issues relating to appraising employee performance.
- 7) Demonstrate a basic understanding of all issues relating to collective bargaining and labor/management relations.
- 8) Demonstrate a basic understanding of all issues relating to career planning and development
- 9) Demonstrate a basic understanding of all issues relating to training and development of a dynamic work force.
- 10) Demonstrate a basic understanding of all issues relating to effective and appropriate discipline.

11) Demonstrate a basic understanding of all issues relating to health and safety issues including workers compensation and OSHA.

IV. **Course Materials:** The basic resource used in BUS 340 is a standard textbook in the field. For example, Bohlander and Sherman's book, **Managing Human Resources**, (12th ed) is representative of the type of textbook used in this course.

V. **Teaching Methods:** A variety of teaching methods will be employed which will include case analysis, self-assessment exercises, group projects, team-based projects, lectures, guest speakers, video-tape presentations, and web-based and computer-aided presentations.

VI. **Evaluation Tools: Evaluation Tools:** Students are evaluated using the typical evaluation methods. Normally three tests would be given and weighted approximately 60%. A variety of written work including preparation of exercises, and analysis of material would be critically evaluated and account for 30% of the final grade. Finally, class participation would be evaluated and given a weight of 10%.

VII. **Course Content:**

A) **Course Topics:**

- Equal Employment Opportunity and Affirmative Action issues
- Recruiting and Staffing
- The legal context of human resource management.
- Performance Appraisal
- Career planning for organizations and for individuals
- Benefit Administration
- Compensation administration
- Managing in the presence of a union and collective bargaining
- Employee rights and the discipline of employees
- Organizational dispute resolution techniques
- Health and safety issues: OSHA and Workers Compensation

B) **Interdisciplinary Content:**

<u>Topic</u>	<u>CL Hrs</u>	<u>Graded Work</u>
International/Global	1	yes
Ethical Issues	4	yes
Political Issues	4	yes
Social Issues	4	yes
Legal Regulatory Issues	8	yes

Environmental Issues	2	yes
Technology Issues	2	yes
Demographic Diversity	3	yes

C) **Interdisciplinary Skills:**

Oral Communications		yes
Written Communications		yes
Critical Thinking		yes
Working in Teams		optional