

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

BUSI 342

HUMAN RESOURCES MANAGEMENT

COURSE DESCRIPTION

Introduces the student to the human resources/personnel functions. Topics covered include: recruitment, assessment, compensation, motivation, appraisal, development, legal environment, labor relations, employee relations, etc. Emphasis on how managers can deal with and utilize the human resources function.

RATIONALE

Most Human Resources Management (HRM) courses are designed for current or future HRM professionals; this course is presented from the general manager's perspective. Managers, whatever their department or function, work with people and are constantly faced with people issues. While the HRM Department can offer assistance in some areas, it is management's responsibility to resolve most of these issues. This course is a review of many of the important people issues confronted in organizations. It will provide a knowledge base in basic human resources topics and an in-depth review of the important current issues in the field.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Explain the function of human resources management.
- B. Describe the planning and implementation of various components of a human resources plan.

- C. Explain various human resources management processes and issues, including performance processes, career management processes, disciplinary processes, equity issues, recruitment and retention issues, contract negotiations, and benefits.
- D. Integrate biblical principles within the field of human resources management.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (4)

Thread

Discussion boards are collaborative learning experiences. Therefore, there will be 4 Discussion Board Forums throughout the course. The purpose of Discussion Board Forums is to generate interaction in regard to relevant, current course topics. The student will submit a thread of at least 500 words in response to the provided prompt for each forum. The thread must include a Scripture reference and at least 2 scholarly sources, plus the text—all in current APA format.

Replies

The student will then submit replies of at least 300 words each to at least 2 other students' threads. Each reply must include a Scripture reference and at least 1 scholarly source, plus the text—all in current APA format.

- D. Collaborative Group Project

This assignment consists of the following 3 parts:

1. Part 1: Annotated Bibliography

The student will be placed into a group for the Collaborative Group Project. Part 1 requires each group to research 7 scholarly articles from peer-reviewed journals to establish research for Part 3 of the Collaborative Group Project. The student will use a provided template to annotate each source. Proper current APA formatting must be used. One member of the group will submit the final version of the annotated bibliography.

2. Part 2: Outline

Each group will complete a full-sentence outline in preparation for Part 3 of the Collaborative Group Project. The outline must include a thesis statement, the research question(s)/issues being answered/addressed, how much space will be allotted to each section of the paper, and a preliminary reference list of at least 7 sources. One member of the group will submit the final version of the outline.

3. Part 3: Submit Final Document

Each group will be responsible for reviewing a selected case study. The group will then work collaboratively on a 10–12-page case response in current APA format, complying with the formatting and content instructions. The student must contribute each module/week to the group’s discussion about this paper in the Group Discussion Board Forum. One member of the group will submit the final version of this assignment.

E. Peer Evaluations (3)

The instructor will assign groups during Module/Week 1 that will share responsibility for completion of the 3 parts of the Collaborative Group Project. After each part, the student will evaluate the contributions of each of his or her group members. The student will also be evaluated by his or her group members. The resulting scores will be used to provide a final Peer Evaluation score for each part of the Collaborative Group Project. The grade will be determined by averaging the total of all Peer Evaluations for the student for the specific Peer Evaluation assignment.

F. Exams (4)

There are 4 open-book/open-notes exams, each of which contains 40 multiple-choice and true/false questions. The student will have 1 hour to complete each exam.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist		10
Discussion Board Forums		
Threads (4 at 30 pts ea)		120
Replies (4 at 20 pts ea)		80
Collaborative Group Project		
Part 1: Annotated Bibliography		80
Part 2: Outline		75
Part 3: Submit Final Document		170
Peer Evaluations (3 at 25 pts ea)		75
Exam 1	(Modules 1–2)	100
Exam 2	(Modules 3–4)	100
Exam 3	(Modules 5–6)	100
Exam 4	(Modules 7–8)	100
	Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

D. Quizzes/Tests/Exams

For timed quizzes/tests/exams, the student is required to complete the quiz/test/exam within the assigned time. For the student who exceeds this time limit, a penalty of 1 point will be deducted for each minute, or part thereof, he/she exceeds the assigned time limit.

E. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

COURSE SCHEDULE

BUSI 342

Textbook: Mathis et al., *Human Resource Management* (2014).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Mathis et al.: chs. 1–2 1 presentation 1 website	Course Requirements Checklist Class Introductions DB Forum 1 Thread Group Case Study Choice	10 0 30 0
2	Mathis et al.: chs. 3–4 1 presentation 1 website	DB Forum 1 Replies Exam 1	20 100
3	Mathis et al.: chs. 5–6 1 presentation 1 website	DB Forum 2 Thread CGP Part 1: Annotated Bibliography Peer Evaluation 1	30 80 25
4	Mathis et al.: chs. 7–8 2 presentations 2 websites	DB Forum 2 Replies Exam 2	20 100
5	Mathis et al.: chs. 9–10 1 presentation 2 websites	DB Forum 3 Thread CGP Part 2: Outline Peer Evaluation 2	30 75 25
6	Mathis et al.: chs. 11–12 1 presentation 2 websites	DB Forum 3 Replies Exam 3	20 100
7	Mathis et al.: chs. 13–14 2 presentations 1 website	DB Forum 4 Thread CGP Part 3: Submit Final Document Peer Evaluation 3	30 170 25
8	Mathis et al.: chs. 15–16 2 presentations 1 website	DB Forum 4 Replies Exam 4	20 100
TOTAL			1010

DB = Discussion Board

CGP = Collaborative Group Project

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.