**BUS 212**  
**Human Resource Management**  
**Instructor:** Janice Hadfield  
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**IMPORTANT NOTE:**  
New regulations under the Higher Education Act require us to verify the identity of a person doing work in a class if we receive assignments, etc. from that student electronically. We can comply with this regulation if our students submit things to teachers electronically from their Doane College e-mail address or through Blackboard, because the college issued that address, ID, and password. For that reason, I can only send assignments to your Doane e-mail address, and I can only accept assignments submitted to me from your Doane e-mail address.


**COURSE DESCRIPTION:**  
This course is an introduction to the human resources in business organizations. It presents human resource issues in a manner relevant to all students and emphasizes practical application for managers and supervisors. Topics include: human resource environments, securing human resources, rewarding and developing human resources, and evaluating the human resource function.

**COURSE OBJECTIVES:**  
Upon completion of this course, students will:

1. Understand many present and emerging human resource challenges.
2. Have an introductory understanding of EEO law and the general legal environment in which human resource management is conducted.
3. Have knowledge of the art and science of managing work flows and conducting job analysis.
4. Be able to identify forces that contribute to the successful management of diversity within the organization and have knowledge of HR systems that assist in successfully managing diversity.
5. Know processes for recruiting and selecting employees.
6. Understand the value of formal performance appraisal systems.
7. Understand strategies for determining training needs and know the characteristics that make training programs successful.
8. Have an introductory understanding of employee rights and the role of HR in managing discipline and work-place safety and health.

**COURSE ACTVITIES:**  
This course will be conducted on the World Wide Web. Students will complete a total of four assignments designed to meet the stated objectives of the course. Each completed assignment
will be e-mailed to the instructor no later than the due date listed below. Upon receipt of a completed assignment, the next assignment will be e-mailed to the student. Students may submit assignments earlier than the due date.

The due dates for the assignments are as follows:
Assignment #1 due April 7th = 25 points
Assignment #2 due April 21st = 25 points
Assignment #3 due May 5th = 25 points
Assignment #4 due May 19th = 25 points

IMPORTANT: If you will graduate May 17th, your assignment #4 must reach me no later than Monday, May 12th.

GRADING SCALE:

- 100 – 95 = A
- 94 – 90 = A-
- 89 – 87 = B+
- 86 – 84 = B
- 83 – 80 = B-
- 79 – 77 = C+
- 76 – 74 = C
- 73 – 70 = C-
- 69 – 67 = D+
- 66 – 64 = D
- 63 – 60 = D-
- 59 & below = F

ACADEMIC INTEGRITY POLICY:
This policy requires that you immediately and cheerfully offer the benefit of your knowledge and skills to any fellow student who needs your help. If someone helps you, whether a fellow student, the author of a book/article, a family member, a pastor or priest, a coworker, a child, a pet, or anyone else, say that they helped you. That’s called citing a source. Always show respect for the ideas or words of others by giving them the credit. Failure to show respect will result in an “F”.