BUS 212 HUMAN RESOURCE MANAGEMENT

Doane College  
Omaha Campus, Autumn Term, 2015  
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Course Description:

The course is an introduction to the organization of human resources in business organizations. This course presents human resource issues in a manner relevant to all students and emphasizes practical applications of managers and supervisors in various organizations. Topics include human resource environments, securing human resources, rewarding and developing human resources, and evaluating the human resource function.

Required Text:


Course Learning Objectives:

1. Develop understanding of principles, policies, and practices related to human resource management.  
2. Understand issues relating to employee training.  
3. Understand the concept of employee performance appraisal and be familiar with strategies to measure performance.  
4. Become familiar with issues related to employee separations, downsizing, and outplacement.  
5. Understand recruiting, selection, and employee orientation and managing diversity in the workplace.

Course Learning Strategies to Achieve Objectives:

This course will be based upon the ability to apply skills to the world of work. The format consists of assigned readings from the text, published articles, newspaper articles, and Internet resources. Group activities will be used to develop understanding of concepts and techniques discussed in class.

Grading:

Team Presentation 30%, Project 30%, Informational Interview 30%, Class Contribution 10%
Your experience is important and therefore, class contribution is vital to the success of the course. You are expected to share and contribute. Presentation, Project and Informational Interview elements will be explained in detail during class. Please read the material prior to each class.

**Attendance and Participation Policy**

This class will be highly experiential and participative. Therefore, class attendance is critical to the learning. Once the class begins, the ideal is to never miss a class, but we know that life sometimes gets in the way of our plans. If you must be absent, contact me to arrange to make-up the absence.

Students are expected to complete assigned readings and activities prior to class and be prepared to engage in the evening’s activities. Participation is a requirement of this course. Participation includes active involvement in class and in small group discussion and activities.

**Academic Integrity Policy:**

The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests must represent your own work. Any use of others ideas and words without proper citation of sources is plagiarism and will result in penalties to be determined by the instructor and/or the Dean of Undergraduate Studies.