DOANE COLLEGE
Autumn 2012
BUS 602
Human Resource Management

Instructor: Dr. Ted Hill

Contact Info:
Phone: (402) 476-3263
Email: ted.hill@doane.edu
ted1952@neb.rr.com
Address: 810 S. 2nd Street
Lincoln, NE 68510

Office Hours: Before and after class or by appointment

Course Description: Human Resource Management is one of the primary business functions. Like marketing, finance, operations, etc., human resource management is a highly complex and strategic discipline. We will conduct our exploration of this subject by examining each sub-function in detail. We will also examine how HRM serves as a strategic partner with each of the other primary business areas. Finally, we will look at where the field of HRM is headed in the future.


Requirements:
Mid-Term Exam 30%
Final Exam 30%
Project Paper 30%
Class Contribution 10%

Exams will be a combination of short answer and short essay questions. The project paper will be explained in detail during class. Class contribution will be critical to the success of this course. Each of us will have experiences that can be of great benefit to the entire class, and you will be expected to share them. Please read the assigned material prior to each class. You should also keep abreast of major business news. These topics will frequently be discussed during class.
Course Objectives: After completing the course one should:

- Understand the strategic implications of each major human resources function
- Understand the basics of recruiting and retention
- Understand the nature of compensation and benefits management
- Grasp the concepts comprising organizational development and training
- Understand the ways in which employee relations professionals work
- Understand the ways in which these major human resources functions are interrelated
- Have a basic knowledge of the legal implications of human resources decisions

Proposed Schedule of Events:

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<th>Week</th>
<th>Topic</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>One</td>
<td>Strategic HRM - Overview</td>
<td>Chapters 1 &amp; 2</td>
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<tr>
<td>Two</td>
<td>Managing a Diverse Workforce</td>
<td>Chapters 3 &amp; 4</td>
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<td>Three</td>
<td>Recruitment and Selection</td>
<td>Chapters 5 &amp; 6</td>
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<td>Four</td>
<td>Performance Management</td>
<td>Chapter 7</td>
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<td>Five</td>
<td>Mid-Term Exam Due&lt;br&gt;Training and Development</td>
<td>Chapters 8 &amp; 9</td>
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<td>Six</td>
<td>Compensation and Benefits</td>
<td>Chapters 10, 11 &amp; 12</td>
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<td>Seven</td>
<td>Employee Relations</td>
<td>Chapter 13 &amp; 14</td>
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<td>Eight</td>
<td>Labor Issues and OSHA</td>
<td>Chapters 15 &amp; 16</td>
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<td>Nine</td>
<td>Final Exam Due</td>
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