BUS 212
HUMAN RESOURCE MANAGEMENT

Doane College - Grand Island
Winter II Term, 2014 (3 credit hours)

Class Location: Grand Island College Park
Class Day/Times: Tuesday 6:00-10:00pm
Class Meeting Dates: January 13 – March 15, 2014 (meeting in person for 7 classes)

Instructor: Angela Reynolds, MBA
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Course Description:
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:
ISBN-10: 0133043541

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, election, and employee orientation and managing diversity in the workplace.

Course Learning Strategies to Achieve Objectives:
1) Class Lecture
2) Potential guest speakers
3) Group discussion
4) Written assignments
5) Presentations
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Grading Scale:
450-500  A  300-349  D
400-449  B  Below 300  F
350-399  C

Academic Integrity:
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.

Attendance and Participation Policy
Timely attendance for each class is essential. Students are expected to attend all class
sessions. The only officially valid absences are absences due to illness, scheduled
travel or absences due to college or work sponsored trips or activities beyond the
student’s control. When absence is unavoidable, students should arrange in advance
with the instructor for the completion of all work missed. Absences will result in zero
points for participation for that particular class meeting. Excessive absences or
tardiness may jeopardize the student’s academic standing. Degree Completion students
who have missed more than two class meetings normally receive an “F” unless they are
formally withdrawn.

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.