

# Human Resources Management

## Business 602/312

### 3 Credit hours

**Instructor:** Lee Elliott

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#### **Required texts:**

Mathis, R. and Jackson, J. *Human Resource Management (12<sup>th</sup> Ed.)* Thomson.  
ISBN: 0324542755

*Annual Editions: Human Resources 05/06.* (17<sup>th</sup> Ed.) McGraw-Hill/Dushkin.  
ISBN: 0073528471

**Course description:** This course is an introduction to the management of human resources within an organization. The course will focus on real-world applications of human resources practices. Topics will include but not be limited to: understanding the HR function in an organization, recruiting and retention techniques, compensation practices, performance appraisal, legal issues at work pertaining to employees, training and development, current trends and special topics in HR, etc.

The course will primarily emphasize group discussions with students given responsibility to lead discussions on specific assigned topics. Bringing in practices not covered in the text is encouraged. Debate on what will work and what won't is definitely encouraged.

**Course goals:** The goal is to acquire management knowledge and skills that will be directly transferable to the world of work. In particular, the course is designed so that the students will understand:

1. Strategic HR planning
2. Job analysis and job description preparation
3. EEO, NLRA, and other relevant employment laws
4. Managing diversity
5. Recruiting, selection, and orientation
6. Employee separations, downsizing and outplacement
7. Training

8. Compensation
9. Benefits design and administration
10. Employee relations
11. Employee/employer rights and controlling behavior at work
12. Health and safety
13. Various special topics within the field of HR

**Evaluation:** For undergraduates, the evaluation of student performance will be based on the following:

1. Facilitation of classroom discussion
2. Participation in classroom discussion
3. A ten page paper on topic agreed to by the student and instructor

Each will be weighted 33%.

For graduate students, the evaluation of student performance will be based on the following:

1. Facilitation of classroom discussion
2. Participation in classroom discussion
3. Materials brought to class pertinent to topics of discussion
4. A 40 page paper that graduate students will prepare as a group (i.e., all students will turn in one paper for the group of students) on an assigned topic. This is to be a seriously researched article that cites many relevant research papers. All papers will be properly cited and COPIES of the research papers cited must be turned in with the paper. All students must make an obvious contribution to the paper.

Each will be weighted 25%.

**Academic integrity policy:** The Doane College Academic Integrity Policy will be adhered to in this class. All projects and tests will represent your own work. The use of other's ideas and words shall be properly cited. Please ask if you are unsure as to how or what a proper citation of a source is.