COURSE INFORMATION

COURSE TITLE
MAN200: Human Resource Management I

COURSE DESCRIPTION
Provides an overview of the contemporary issues, theories, and principles used to effectively manage human resources. Topics covered include job analysis and design, talent acquisition and retention, planning and recruiting human resources, selecting employees, job placement, employee training and performance management, selecting employees, compensation and benefits, and retaining employees.

CREDIT HOURS
3

SUGGESTED PREREQUISITE KNOWLEDGE
Reading level consistent with a college level course. Completion of BUS115 would also be helpful, but is not a prerequisite.

CCCOnline Course Policies
The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
COURSE MATERIALS

Your textbook is available online as an eText. You do not need to purchase any additional materials. For specific information on the optional black and white textbook available for purchase please contact the CCCOnline bookstore.

MINIMUM COMPUTER REQUIREMENTS

To complete this course, you will need regular access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

REQUIRED eTEXT


OPTIONAL: If you would prefer to also have a hard copy of the textbook, you may purchase by going to the CCCOnline Textbooks and Course Materials Information, and clicking on the "home college bookstore" link at the top of the page. ISBN-13: 978-0-13-517278-0 This ISBN is for the bound textbook, which students can rent through their bookstore.

HOW THE TEXTBOOK IS ORGANIZED:

There are Five (5) Parts to this eText Book. They are listed below, along with the specific Chapters we will be covering in this course:

Part 1: Introduction (Module 1)

- Chapter 1 – Introduction to Human Resource Management
- Chapter 2 – Equal Opportunity and the Law
- Chapter 3 – Human Resource Strategy and Analysis

Part 2: Recruitment, Placement, and Talent Management (Module 2)

- Chapter 4 – Job Analysis and the Talent Management Process
- Chapter 5 – Personnel Planning and Recruiting
- Chapter 6 – Employee Testing and Selection
- Chapter 7 – Interviewing Candidates
Part 3: Training and Development (Module 3)

- Chapter 8 – Training and Developing Employees
- Chapter 9 – Performance Management and Appraisal
- Chapter 10 – Managing Careers and Retention

Part 4: Compensation (Module 4)

- Chapter 11 – Establishing Strategic Pay Plans
- Chapter 12 – Pay for Performance and Financial Incentives
- Chapter 13 – Benefits and Services

Part 5: Enrichment Topics in Human Resource Management (Module 4)

- Chapter 14 – Building Positive Employee Relations

Digital Materials Access and Setup

This course integrates the digital content directly into the course site.

- Visit the Pearson Direct Integration Course Start page for details on first access to the materials.

To make sure your computer is set up correctly to access the e-Text and other digital content, review the Pearson Technical Support page, also linked in the Technical Support Module.

Library Access

You will need your student ID Number (Your S#) to login to the CCCOnline Library in order to gain access to some of the readings and videos in this course.
COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

The competencies you will demonstrate in this course are as follows:

A. Explain the functions of Human Resource Management.
B. Identify approaches to job analysis and design, job descriptions and job specifications.
C. Define the elements of work and job analysis, employee-training needs, and make recommendations for training programs.
D. Identify approaches in designing jobs, descriptions, specifications and evaluating employee performances using performance management tools.
E. Contrast the processes of human resource planning and recruiting, the elements of selection and placement of personnel, and analyzing the different types of interview techniques.
F. Determine the decisions involved in establishing a pay structure.
G. Compare the different forms of compensation and benefit packages.
H. Explain how organizations contribute to workforce job satisfaction and contemporary retention techniques of employees.

The module outcomes that will permit you to demonstrate course competencies are:

MODULE 1

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Explain Human Resource Management and its relationship to an organization.</td>
<td>A</td>
</tr>
<tr>
<td>2 List functions of human resource management.</td>
<td>A</td>
</tr>
<tr>
<td>3 Explain the foundations of laws that apply to EEO.</td>
<td>A, G</td>
</tr>
<tr>
<td>4 Explain the benefits of diversity.</td>
<td>A, G</td>
</tr>
<tr>
<td>5 Describe the strategic management process and strategic human resource management.</td>
<td>A</td>
</tr>
</tbody>
</table>
### Module 2

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Differentiate between job analysis, job descriptions, and job</td>
<td>A, B</td>
</tr>
<tr>
<td>specifications.</td>
<td></td>
</tr>
<tr>
<td>2 Write a coherent job description and job specification.</td>
<td>A, B</td>
</tr>
<tr>
<td>3 Differentiate methods of forecasting and recruiting.</td>
<td>A, C</td>
</tr>
<tr>
<td>4 Cite advantages and disadvantages of recruiting via the internet.</td>
<td>A, C</td>
</tr>
<tr>
<td>5 Explain the importance of recruiting.</td>
<td>A, C</td>
</tr>
<tr>
<td>6 Differentiate between types of basic interviews.</td>
<td>A, C</td>
</tr>
<tr>
<td>7 Conduct an effective interview plan.</td>
<td>A, E</td>
</tr>
</tbody>
</table>

### Module 3

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Explain benefits of at least 5 major training methods.</td>
<td>A, D</td>
</tr>
<tr>
<td>2 Compare common forms of appraisals.</td>
<td>A, G</td>
</tr>
<tr>
<td>3 Explain both employer and employee roles in career management.</td>
<td>A, G</td>
</tr>
</tbody>
</table>

### Module 4

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Identify basic factors in determining pay raise.</td>
<td>A, F, G, H</td>
</tr>
<tr>
<td>2 Differentiate between job evaluation methods.</td>
<td>A, F, G</td>
</tr>
<tr>
<td>3 Identify the role of money and motivation.</td>
<td>A, F</td>
</tr>
<tr>
<td>4 Design team incentives.</td>
<td>A</td>
</tr>
<tr>
<td>5 Identify the legal aspects of a benefits package.</td>
<td>A, G</td>
</tr>
<tr>
<td>6 Differentiate between Business Ethics and Personal Ethics.</td>
<td>A</td>
</tr>
<tr>
<td>7 Identify/Discuss what makes an organization Ethical.</td>
<td>A, H</td>
</tr>
</tbody>
</table>
Grading and Evaluation

Methods

Evaluation includes a combination of discussion participation, assignments, and other evaluation. Rubrics are provided for Threaded Discussion. Chapter assignments will vary by perspective but evaluation will be made of the basis of clarity, depth as well as spelling and grammar.

Grading Policies

Mark all Module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. Late assignments will not be accepted.

Summary of Grading

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams (2 @ 60 points each, 2 @ 80 points each)</td>
<td>280</td>
</tr>
<tr>
<td>Video Assignments (14 @ 20 points each)</td>
<td>280</td>
</tr>
<tr>
<td>Continuing Case Assignments (14 @ 20 points each)</td>
<td>280</td>
</tr>
<tr>
<td>Threaded Discussions (9 @ 10 points each)</td>
<td>90</td>
</tr>
<tr>
<td>Individual Activity Assignments (4 @ 10 points each)</td>
<td>40</td>
</tr>
<tr>
<td>Experiential Exercises (3 @ 10 points each)</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total Points Possible</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>

Grading Scale

A = 90 to 100%     B = 80 to 89%     C = 70 to 79%     D = 60 to 69%     F = 59% and below

Discussions

In addition to an initial post on the discussion topic, students must reply to Instructor’s post/posts and then two classmates. Review the course schedule for due dates.

There will be Module "A" discussions, in which the instructor will participate, and also Module "B" discussions, which are designed to be more factual in nature and are discussions between students. The instructor will provide a summary of the "A" and "B" discussion topics after they are completed.
ASSIGNMENTS

Video Assignments are completed and graded in Pearson MyLabs.

Other assignments are to be submitted via D2L and the Assignment Submission folder in each module, and are instructor evaluated.

These include:

- Continuing Case Study Assignments (one from each Chapter)
- Experiential Assignments
- Individual Activity Assignments

EXAMS

Each module will have an Exam on all of the chapters covered in that module. All Exams will be taken in Pearson MyLabs.

Multiple choice, with some T/F, automatically graded with correct/incorrect answers shown. Students will have two attempts and 1.5 minutes per question to complete. Each response will be worth one point.

Exams for Modules 1 and 3 will be 60 questions, and the Exams for Modules 2 and 4 will be 80 questions.

COMMUNICATIONS ABOUT DIFFICULTIES/ABSENCES

It is your responsibility to contact me in a timely manner if you become ill, or have scheduling or computer problems that would keep you from participating in a discussion for an entire week -- That should mean before the fact, when I can help, versus after.

KEEP A COPY OF ALL SUBMISSIONS

Be sure to save copies of everything you send me -- email and assignments. Murphy's Law of the Computers seems to be -- What can go wrong, will. In fact, I'd advise making a back-up copy of everything. I'd also advise keeping a copy of everything I send you as well. Also please submit all attachments as .doc or .docx to the Assignment Submission Folder (a simple text document is also acceptable).
**Course Schedule**

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, discussions, quizzes, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module Assignment pages. If you have questions check there and/or send me an e-mail.

**This course is not self-paced and is not open-exit.** All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the [CCCOnline calendar](https://www.ccconline.edu/).

**Module 1**

<table>
<thead>
<tr>
<th>Reading/Assignments/Exams</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do: Read over Course Syllabus and schedule; Ask Questions;</td>
<td></td>
</tr>
<tr>
<td>Student Introductions Module 1.</td>
<td></td>
</tr>
<tr>
<td>Read: Part I. Chapters 1, 2 and 3.</td>
<td></td>
</tr>
<tr>
<td>Assignment: Chapter 1 Introduction to Human Resource Management.</td>
<td></td>
</tr>
<tr>
<td>Continuing Case Carter Cleaning, Introduction.</td>
<td></td>
</tr>
<tr>
<td>Complete Video Assignment (see instructions in Module 1)</td>
<td></td>
</tr>
<tr>
<td>Assignment: Chapter 2 Equal Opportunity and the Law.</td>
<td></td>
</tr>
<tr>
<td>Continuing Case Carter Cleaning A Question of Discrimination.</td>
<td></td>
</tr>
<tr>
<td>Complete Video Assignment (see instructions in Module 1)</td>
<td></td>
</tr>
<tr>
<td>Individual/Group Activities (as individual) answer questions 2-5, 2-6.</td>
<td></td>
</tr>
<tr>
<td>Assignment: Chapter 3 Human Resource Management Strategy and Analysis.</td>
<td></td>
</tr>
<tr>
<td>Continuing Case Carter Cleaning High Performance Work Systems.</td>
<td></td>
</tr>
<tr>
<td>Watch Video: Joie de Vivre Strategic Management.</td>
<td></td>
</tr>
<tr>
<td>Complete Video Assignment (see instructions in Module 1)</td>
<td></td>
</tr>
<tr>
<td>Threaded Discussion Module 1A</td>
<td></td>
</tr>
<tr>
<td>Threaded Discussion Module 1B</td>
<td></td>
</tr>
<tr>
<td>Exam: Module 1</td>
<td></td>
</tr>
</tbody>
</table>
**Module 2**

**Reading/Assignments/Exams**

Due Date

Read: Part 2. Chapters 4, 5, 6 and 7.
Assignment: Chapter 4 Job Analysis and Talent Management.
Continuing Case Carter Cleaning The Job Description.
Experiential Exercise The Instructors Job Description (as individual)
4-12, 4-13, 4-14, 4-15
Complete Video assignment (see instructions in Module 2)
Assignment: Chapter 5 Personnel Planning and Recruiting.
Continuing Case Carter Cleaning Getting better applicants.
Assignment: Chapter 6 Employee Testing and Selection.
Continuing Case Carter Cleaning Honesty Testing.
Watch Video: Patagonia Employee Testing and selection.
Complete Video assignment (see instructions in Module 2)
Assignment: Chapter 7 Interviewing Candidates.
Continuing Case Carter Cleaning the Better Interview.
Individual/Group Activities (as Individual) 7-9, 7-11.
Application Case, The Out of Control Interview 7-17, 7-18, 7-19.
Video: Zip Car Interviewing Candidates.
Complete Video assignment (see instructions in Module 2)
Threaded Discussion Module 2A
Threaded Discussion Module 2B
Exam: Module 2

**Module 3**

**Reading/Assignments/Exams**

Due Date

Read: Part 3. Chapters 8, 9, and 10.
Assignment: Chapter 8 Training and Developing Employees.
Continuing Case Carter Cleaning The New Training Program.
Individual/Group Assignment (as Individual) 8-9
Watch Video: Wilson Learning, Training.
Complete Video assignment (see instructions in Module 3)
Assignment: Chapter 9 Performance Management and Appraisal.
Continuing Case Carter Cleaning The Performance Appraisal.
Experiential Exercise as Individual 9-13, 9-14.
Watch Video: Hautelook Appraising.
Complete Video assignment (see instructions in Module 3)
Assignment: Chapter 10 Managing Careers and Retention.
Continuing Case Carter Cleaning The Career Planning Program.
Threaded Discussion Module 3A
Threaded Discussion Module 3B
Exam: Module 3
**Module 4**

**Reading/Assignments/Exams**

Assignment: Chapter 11 Establishing Strategic Pay Plans.
Continuing Case Carter Cleaning The New Pay Plan.
Watch Video: Focus Pointe Compensation.
   Complete Video assignment (see instructions in Module 4)
Assignment: Chapter 12 Pay for Performance and Financial Incentives.
Continuing Case Carter Cleaning The Incentive Plan.
Individual/Group Activities (as Individual) 12-8, 12-9.
Assignment: Chapter 13 Benefits and Services.
Continuing Case Carter Cleaning The New Benefit Plan.
Experiential Exercise (as individual)
Threaded Discussion Module 4A
Threaded Discussion Module 4B
Exam: Module 4

**Module 5**

**Reading/Assignments/Exams**

Read: Part 5. Chapters 14, 15, and 16.
Assignment: Chapter 14 Building Positive Employee Relations.
Continuing Case Carter Cleaning Guaranteeing Fair Treatment.
Figure 14-2 Complete Ethic’s Quiz and Compare your results compared to answers at end of Chapter.
Assignment: Chapter 15 Labor Relations and Collective Bargaining.
Continuing Case Carter Cleaning The Grievance.
Watch video: UPS, Union Management. Complete Video assignment.
   (see instructions in Module 5)
Assignment: Chapter 16 Safety Health and Risk Management.
Continuing Case The New Safety Program.
Threaded Discussion Module 5A
Exam: Module 5

Last Updated: 8-2-2019 TLT