

Syllabus for
GMGT 520 – Advanced Human Resource Management
3 Credit Hours
Spring 2001

I. COURSE DESCRIPTION

An advanced course in strategic management and leadership of an organization's most valuable resource -- its people. Experiential exercises, cases, and current research readings are used to facilitate learning in major course areas such as recruitment, selection, employee evaluation and development, and productivity.

II. COURSE GOALS

This course is taught to help students understand the concepts of human resources. While the assimilation of a particular body of knowledge is an important part of the course, it is more important that they understand human resource management, how it now affects and will affect them in future years, and how they will have to deal with those factors and variables of human resource management in relation to others in a business environment.

III. COURSE OBJECTIVES

As a result of successfully completing this course the student will be able to do the following:

- A. Discuss the components of the changing environment of Human Resource Management.
- B. Summarize the basic Equal Opportunity laws regarding age, race, sex, national origin, religion, and handicap discrimination.
- C. Present a summary of what employers can and cannot do with respect to illegal recruitment, selection, and promotion and layoff practices.
- D. Describe the basic methods of collecting job analysis information and conducting job analysis.
- E. Explain how to use application forms to predict job performance.
- F. Describe the overall selection process and explain why it is important.
- G. Describe several types of interviews.
- H. Explain why training evaluation is important and how it is best accomplished.
- I. Discuss HR's role in business process reengineering.
- J. Discuss the manager's and employer's role in the career management process.
- K. Explain in detail the basic steps in establishing pay rates.
- L. Discuss the pros and cons of salary plans.
- M. List and describe the benefits most employers might be expected to offer.
- N. Discuss in detail the nature of the major federal labor relations laws.
- O. Discuss OSHA and how it operates.
- P. Explain how building employee commitment can be a cornerstone of an employer's HR philosophy.

IV. TEXTBOOKS

- A. Required textbooks.

Dessler, G. Essentials Of Human Resource Management. Upper Saddle River NJ: Prentice Hall, 1999.

Annual Editions: Human Resources 01/02. Guilford, CT: Duskin McGraw-Hill, 1999.

- B. Other sources

Films, videos, guest speakers, outside readings, and other learning aids may be assigned by the instructor in order to broaden the student's exposure to important topics.

V. POLICIES AND PROCEDURES

A. University Policies and Procedures

1. Attendance at each class or laboratory is mandatory at Oral Roberts University.
2. Double cuts will be assessed for absences immediately preceding or following holidays.
3. Excessive absences can reduce a student's grade or deny credit for the course.
4. Students taking a late exam because of an unauthorized absence will be charged a late fee.
5. Students and faculty at Oral Roberts University adhere to all laws addressing the ethical use of other's materials, whether it is in the form of print, video, multimedia, or computer software.
6. Final exams cannot be given before their scheduled times. Students need to check the final exam schedule before planning return flights or other events at the end of the semester.

B. Course Policies and Procedures

Evaluation Procedures

1. Point Distribution

Class Presentation	50 points
Exam 1	100 points
Exam 2	100 points
Exam 3	100 points
Internet	<u>50 points</u> (Approximately)
TOTAL POINTS	400 points

2. Grading Scale

A = 90% -100%
B = 80% - 89%
C = 70% - 79%
D = 60% -69%
F = Below 60%

C. Other Policies

1. If for any reason students are unable to take an exam at the regularly scheduled time, they must clear the absence in advance with the professor. Students who do not clear exam absence are penalized the greater of either 10 points or one letter grade. It is the student's responsibility to schedule a make-up exam time with the professor. Tests that have not been made by the day of the final exam automatically become a zero(0) grade.
2. Assignments are due when scheduled. Assignments accepted late earn half credit – except for administrative or medical excuses (Late is defined as the end of the class period during which the assignment is scheduled due). Even if they have been excused from class, students should make every effort to see that the assignment arrives when it is due.
3. Students are required to follow the course calendar and complete the assigned readings and written assignment before they come to class. Students are responsible for all information covered, presented, or assigned in class.

4. Students are responsible for all information covered, presented, or assigned in class.
5. Exams cover all material presented in class, outside readings, text assignments, films, guest speakers, and handouts.
6. Students should utilize modern technology in the development of plans and reports. Professional quality reports and presentations are expected and required.
7. The above requirements are designed to train students to be high performers as well as highly responsible individuals.
8. Professor's name: Dr. Walter MacMillan
Office: Graduate Center 3F15
Telephone: 495-6562
e-mail: wmacmillan@oru.edu

VI. COURSE CALENDAR

Date	Chapter	Assignment
16 January	Introduction	
23	Ch 1: Managing Human Resources Today	Internet Assignment Ch 1 Read HR 01/02 5
30	Ch 2: Managing Equal Opportunity and Diversity	Internet Assignment Ch 2 Read HR 01/02 2 and 16
6 February	TBA	
13	Ch 3: Personnel Planning and Recruiting	Internet Assignment Ch 3 Read HR 01/02 13 and 14
20	Ch 4: Testing and Selecting Employees	Internet Assignment Ch 4 Read HR 01/02 3
27	Ch 5: Training and Developing Employees	Internet Assignment Ch 5 Read HR 00/01 21 and 22
6 March	EXAM	
Spring Break March 9—18, Begins After Last Class March 10		
20	Ch 6: Appraising Performance	
27	Ch 7: Compensating Employees	Internet Assignment Ch 7 Read HR 01/02 30 and 32
3 April	Ch 8: Managing Labor Relations and Collective Bargaining	Internet Assignment Ch 8 Read HR 01/02 39
10	Ch 9: Managing Careers and Fair Treatment	Internet Assignment Ch 9 Read HR 01/02 40
17	Ch 10: Protecting Safety and Health	Internet Assignment Ch 10 Read HR 01/02 35
24	Review	
Final Exams April 28-May 5		

VII ASSESSMENT SUMMARY

Dr. Walt MacMillan
Name of Instructor

GMGT520
Course No.

Advanced Human Resource
Management
Title of Course

School of Business
Name of Department

MISSION

The lifestyle at ORU is rooted in the word "Wholeness." ORU seeks to educate the whole person, with balanced emphasis placed on the development of the mind, spirit, and body.

GENERAL OUTCOMES

1. Spiritual Development
2. Physical Development
3. Communication
4. Analysis
5. Problem Solving
6. Valuing in Decision-making
7. Social Interaction
8. Global Perspectives
9. Effective Citizenship
10. Aesthetic Responsiveness

MAJOR OUTCOMES

Critical Thinking/ Communication

Accurately uses theoretical managerial frameworks to identify, interpret, and analyze business situations and effectively communicate the analysis to others.

Enterprising/Problem Solving:

The course develops scholarly ability to seek, find, review, and use literature to analyze and solve management situations and problems within a wide variety of topic areas.

Interpersonal/Leadership

The course offers the opportunity to interact within a small-group structure and lead discussions in the analysis of an assigned project.

COURSE GOALS

Student will understand the dynamic of human resource management through mastery of the concepts of planning, controlling, staffing, and directing.

Students will build expertise in the areas of recruiting and selection, performance appraisal, motivation, leadership, EEO and affirmative action laws, compensation and job analysis, job specification, and job description.

Students will participate in the functioning of a panel-type group discussed and communicate the concepts discussed to the group.

ASSESSMENT OF COURSE GOALS

Three essay-type exams that test comprehension, applications, critical thinking, problem solving, and written communication.

Read and critically evaluate current managerial theories and concepts.

Participate in a panel-type discussion group that will be assigned to analyze controversial topics of interest to human resource managers.

Prepare a written evaluation (paper) of a current outside readings.

CRITERIA

See Syllabus