



MGT 367 Human Resource Management

Wintermester 2019

Number of Credits

3

Instructor

Professor Joey Ray

Catalog Description

Theoretical concepts and practical approaches relevant to management systems and processes; recruitment, training, appraisal, compensation, and labor relations. Emphasis on legal constraints and international management.

Required Textbooks/Materials

The following texts are required material in this course:

Mathis and Jackson Human Resource Management 15th Edition: Southwestern/Cengage Learning. Print with Cengage access, or e-book through Cengage Online.

Student Learning Outcomes

Upon successfully completing MGT 367, students will be able to

- identify the fundamental roles and functions of HR;
- draft and conduct a job analysis;
- write a job description;
- develop and deliver a training program;
- analyze compensation data;
- identify and choose among meaningful reward systems;
- link HR activities to the strategic direction of the organization; and
- develop an overview of laws and regulations that impact the HR function.

First Week of Materials/Assignments

The following schedule is subject to change:

- January 2:* Lecture Chapter 1, Cengage online quizzes Chapters 1, 2 and 3, read supplemental case and Chapters 1, 2, and 3.
- January 3:* Lecture Chapters 2 and 3, in-class supplemental case activity, Cengage online quizzes Chapters 4 and 5, Search and bring in a job analysis questionnaire, and read Chapters 4 and 5.
- January 4:* Lecture Chapters 4 and 5, in-class job analysis questionnaire activity, Cengage online quizzes Chapters 6 and 7, and read Chapters 6 and 7.

Course Details

This course exposes students to the study and practice of human resource (HR) management. The goal is to provide a conceptual and practical understanding of the human resource management function and its importance to the effectiveness of an organization.

More specifically, the processes designed to manage the effectiveness of employees will be studied, including recruitment, selection, staffing, training and development, and compensation management. HR processes will be discussed with respect to their theoretical foundation, design, and implementation. The relationship between factors external to the organization (laws and regulations, labor unions, demographic and socio-economic characteristics of the labor force) and human resource management will be studied. Legal constraints and implications for HR decisions will be a primary focus.

Students must have a clear understanding of the concepts studied in MGRS 323 (Organizational Behavior). Material for this course will be drawn from required and recommended readings, experiential exercises, cases, and from the instructor's and the students' knowledge, experience, and background.

Grade Breakdown

The point distribution for the course is:

Assignment	Points
Exams (two total: one at 130 points, one at 170 points)	300
Case	100
HR Questionnaire/Interview	75
Cengage End of Chapter Online Quizzes (sixteen total: 10 points each)	160
In-Class, R&R, and/or Pop Quizzes	40
Job Analysis/Job Description	125
Law Review/Training Program	200
<i>Total</i>	<i>1000</i>

The percentage distribution for the course is:

Letter	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	below 60