

**Course Title: MGT 310 Human Resources Management**

**Term: Winter 2023**

**Instructor: TBA**

**Course Credit: 3**

**Mode of Instruction: Online**

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**Course Description:**

A study of the functions of human resource organizations. We consider various options for attracting, retaining and developing employees and ensuring that employers meet their legal and ethical obligations in relation to workforce management. You will cover the key HR functions of recruitment and selection, learning and development, workforce planning, performance and reward management, occupational health and safety, and diversity management. In this course students have the opportunity to develop their professional skills and knowledge in managing the employment cycle.

**Course Prerequisites:**

MGT 300 Managing, Organizing And Leading

**Learning Outcomes:**

By the end of the course, the student should be able to:

- A. Appreciate the importance of human resource management as a field of study and as a central management function;
- B. Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions;
- C. Promote an evidence-based approach to examining the effectiveness of the various options for managing an organization's workforce.

**Course Material:**

R. Wayne Dean Mondy, Joseph J. Martocchio, *Human Resource Management, Global Edition*, 14th, Pearson, 2016.

**Evaluation:**

- Homework [20%]
- Quizzes [20%]
- Mid-term Exam [25%]
- Final Exam [35%]

**Description of the Evaluation tasks:**

Assignment/ Essay/ ... : During the term, students will be required to finish several evaluation tasks within due date. All the tasks are linked with specific course topics/outcomes and will adequately assess students' competence and learning outcomes. Students are encouraged to meet with instructor about these tasks at any point.

Mid-term/ Final Exams/ Quiz/... : There may be periodic quizzes given at the beginning of lecture sessions; the feedback from these quizzes will monitor the progress of the learners and help to set learning priorities. There will be mid-term exam/ final exam for the course. They are the basic criteria for the evaluation of students' learning outcomes and final grade.

**Grading Policy:**

Students are supposed to finish each online lecture. Prior to each class, students should finish the required readings. During the class time, students are encouraged to make use of all relevant online course resources and communicate with the instructor. Students' grades are accumulated based on the cumulative evaluations.

Students' letter grade will be assigned according to the following scale:

|           |         |          |
|-----------|---------|----------|
| A+ 90-100 | A 85-89 | A- 80-84 |
| B+ 77-79  | B 73-76 | B- 70-72 |
| C+ 67-69  | C 63-66 | C- 60-62 |
| D+ 57-59  | D 53-56 | D- 50-52 |
| F < 50    |         |          |

### **Academic Integrity:**

Students must strictly adhere to the university's academic integrity rule; and all essays, exams and any other form of academic assignments must adhere to these rules. Any form of plagiarism, cheating, or misappropriation of materials will be considered a violation of academic integrity and will be punishable by the university.

### **Withdrawal from the Course(s):**

Students will be able to apply for a transfer or withdrawal within 3 days of the starting date of the course. If a withdrawal is applied for within 3 working days, the tuition fee will be fully refunded. After 3 days, the tuition fee will not be refunded. If a withdrawal is applied for in the first two weeks, it will be recorded as W (Withdraw) on the course transcript. After this initial two-week period, the class will be recorded as F (Fail).

### **Tentative Schedule:**

|   |                                                                           |
|---|---------------------------------------------------------------------------|
| 1 | Setting the Stage                                                         |
| 2 | Human Resource Management: An Overview                                    |
| 3 | Business Ethics and Corporate Social Responsibility                       |
| 4 | Equal Employment Opportunity, Affirmative Action, and Workforce Diversity |
| 5 | Human Resources Shared Service Centers<br><b>Homework#1</b>               |

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|----|--------------------------------------------------------------|
| 6  | Staffing                                                     |
| 7  | Strategic Planning, Human Resource Planning and Job Analysis |
| 8  | Recruitment                                                  |
| 9  | Business Ethics<br><b>Quiz#1</b>                             |
| 10 | Corporate Social Responsibility                              |
| 11 | Performance Management and Training                          |
| 12 | Performance Management and Appraisal                         |
| 13 | <b>Mid-term Exam</b>                                         |
| 14 | Training and Development                                     |
| 15 | Equal Employment Opportunity Commission<br><b>Homework#2</b> |
| 16 | Compensation                                                 |
| 17 | Direct Financial Compensation                                |
| 18 | Indirect Financial Compensation                              |
| 19 | Corporate Sustainability                                     |
| 20 | Conducting a Social Audit<br><b>Quiz#2</b>                   |
| 21 | Labor Relations, Employee Relations, Safety and Health       |
| 22 | Labor Unions and Collective Bargaining                       |
| 23 | Internal Employee Relations                                  |
| 24 | Employee Safety, Health, and Wellness                        |
| 25 | <b>Final Exam</b>                                            |