



**Course Syllabus
SEMESTER**

School of Business, Hospitality Management, and Public Safety

Course Name:	Human Resource Management
Course & Section Number:	BUS 205-XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours:	3
Text:	Fundamentals of Human Resource Management Functions, Applications, and Skill Development THIRD EDITION PUBLISHER: SAGE Robert N. Lussier - Springfield College, USA John R. Hendon - University of Arkansas at Little Rock, USA THE TEXT IS INCLUDED WITH THIS COURSE
Instructor's Name:	
Office Hours & Location:	
OCC Phone:	
OCC Email:	

****Please use only Owens email for course communications.**

Catalog description

Studies principles and practices of human resource management, focusing on human relations, the organization of human resource management, affirmative action and equal

employment opportunity, recruitment and selection of employees, testing, training, performance evaluations, employee counseling, wage and salary administration, fringe benefits, safety and health, labor relations and international perspectives on human resources management. Videos and case studies are used along with supplemental and high-performance systems.

Prerequisite/Corequisites

Co-requisite: NONE

Prerequisite: NONE

Textbook

Fundamentals of Human Resource Management

Functions, Applications, and Skill Development

THIRD EDITION

PUBLISHER: SAGE

- [Robert N. Lussier](#) - Springfield College, USA
- [John R. Hendon](#) - University of Arkansas at Little Rock, USA

THE TEXT IS INCLUDED WITH THIS COURSE

Inclusive Access (I.A.) Materials

IA are included in the cost of the course to save students money through lower negotiated rates with publishers. Courses containing I.A. materials will have it noted on the online class schedule. If your course includes I.A. digital materials, you will receive an email with subject line, "Your inclusive Access Materials," and it will include any codes or digital links.

The email will come to your Owens Community College email from the Owens e-Campus Bookstore on the first day of class, if not before. Be sure to check your spam (junk email) if you do not find it in your inbox.

Student Learning Outcomes

- Name the challenges of human resources management (HRM)
- Explain HRM strategic planning
- Describe the impact of equal employment opportunity upon HRM
- Define what is meant by job analysis, employee involvement, and flexible work schedules
- Describe how to expand the talent pool through recruitment and career planning
- Explain the employee selection process

- List the key components of an effective employee training and development process
- Describe how employee appraisals lead to performance improvement
- Interpret how companies manage compensation
- Name several pay-for-performance and incentive plans
- List and describe various employee benefits
- Describe the impact of safety and health requirements upon HRM
- Define what is meant by employee rights and discipline
- Explain the dynamics of labor relations
- Describe the state of international HRM
- Explain how to create high-performance work systems

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs: provost@owens.edu. The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or prospective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course requires you to complete various assignments that assess your understanding and application of the course content. You are expected to do your own work and cite any sources you use properly. You are not allowed to use any artificial intelligence (AI) tools, such as chatbots, text generators, paraphraser, summarizers, or solvers, to complete any part of your assignments. Any attempt to use these tools will be considered academic misconduct and will be dealt with according to the Owens Community College academic integrity policy. Students are expected to complete all work independently and without the assistance of AI-generated content. If you have any questions about what constitutes acceptable use of AI tools, please consult with the instructor *before* submitting your work.

If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor before submitting your work.

Student Responsibilities & Instructor Expectations

Contact the Owens Help Desk **(567) 661-7120** if you are experiencing technical issues with your username and/or password or having navigational issues in Blackboard.

NOTE: DATE, is the **last day students can drop the course without receiving an official letter grade.** Please consult with your academic advisor prior to end of semester to review options.

How Grades are Determined and Major Assignments

Exams/Quizzes	240
Chapter Communication Skills	100
Article Reviews	60
Final Paper	125
<u>Discussions</u>	<u>50</u>
Total Points	575

Grades will be calculated on the following scale.

90% and Above	A
80% to Less than 90%	B
70% to Less than 80%	C
60% to Less than 70%	D
Less Than 60%	F

Exams/Quiz

There will be a total of four exams and one quiz in this course. They will consist of True/false and multiple-choice questions. Exams are taken within the course and will be located under the Tests/Quizzes content button. The time limits and number of questions are listed under the "Exam Schedule." Exams will be open for nearly the entire semester through **DATE**, however, it is highly recommended you take the exam upon completion of the applicable chapters as the information will be fresh. You may use your notes and books for the exams, however, the time permitted will expire much faster than you think. Once you begin the exam, it must be completed during the time permitted. Upon expiration of the time, the exam will automatically submit regardless of whether it is completed. The time allotted for each exam is listed at the bottom of the syllabus.

Chapter Communication Skills

There are assigned Chapter Communication Skills Questions at the conclusion of each chapter. The student will complete any 10 chapters for a total of 100 points. Any 10 may be completed, but once the due date comes for the next chapter, the previous chapter will not be accepted. Students may also complete 2 additional chapters for bonus points. The specific instructions, Questions, and due dates can be found under the Chapter Communication Skills Overview document located under Course Materials. The submission tool is listed under each chapter as are the questions.

Article Assignments

As current topics in Human Resource Management are important to the application of the subject matter, a total of four articles must be located and reviewed for 15 points each. The specific instructions and due dates can be found under the Article Assignments content button near the top of the course. The assignment requirements can be found on the Article Assignments Overview document.

Final Paper

You will choose a human resource process (e.g. selection, safety, recruitment, training & development, etc.), define and explain how it works, discuss its relevance for organizations and employees (current or potential), and profile one real-world organization that exhibits leadership in using the process. A detailed explanation as well as the due date may be found under the Final Paper content button along with the submission tool.

*If you are unable to submit an assignment on time due to an illness or exigent circumstances, notify the instructor as soon as possible. Make-up work may be permitted at the discretion of the instructor and in accordance with Board policy 3358:11-2-64.

Discussions

Discussion topics will be posted throughout the semester on the discussion board. Announcements will be made regarding the topic and dates of open discussion. The topic will be posted and will remain open for approximately one week after which time the discussion will be closed. Postings will be graded on content, contribution, relevance and depth. It is assumed a sense of courtesy and discretion will be utilized.

Class Schedule

Week 1 – DATE – Introduction to the course; Chapter 1
Week 2 – DATE – Chapter 1
Week 3 – DATE – Chapter 2
Week 4 – DATE – Chapter 3
Week 5 – DATE – Chapter 4
Week 6 – DATE – Chapter 5
Week 7 – DATE – Chapter 6
Week 8 – DATE Chapter 7
Week 9 – DATE – Chapter 8
Week 10 – DATE – Chapter 9
Week 11 – DATE – Chapter 10
Week 12 – DATE – Chapter 11
Week 13 – DATE – Chapter 12
Week 14 – DATE – Chapter 13
Week 15 – DATE – Chapter 14
Week 16 – DATE – End of course; **Exams due DATE**

BUS 205 Exam Schedule

SEMESTER

3rd ed

Chapters	Total Points	Time Permitted	Begin Date	End Date
1-3	50	75 min	08/25	12/10
4-6	50	75 min	08/25	12/10
7-9	50	75 min	08/25	12/10
10-11	40	60 min	08/25	12/10
12-14	50	75 min	08/25	12/10

- It is recommended that each student maintain copies of submitted work in case of a discrepancy.

Disclaimer: “The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course.”