

Note:

Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.

COURSE SYLLABUS

BUSI 342

HUMAN RESOURCE MANAGEMENT

COURSE DESCRIPTION

Introduces the student to the human resources/personnel functions. Topics covered include: recruitment, assessment, compensation, motivation, appraisal, development, legal environment, labor relations, employee relations, etc. Emphasis on how managers can deal with and utilize the human resources function.

RATIONALE

Most Human Resources Management (HRM) courses are designed for current or future HRM professionals; this course is presented from the general manager's perspective. Managers, whatever their department or function, work with people and are constantly faced with people issues. While the HRM Department can offer assistance in some areas, it is management's responsibility to resolve most of these issues. This course is a review of many of the important people issues confronted in organizations. It will provide a knowledge base in basic human resources topics and an in-depth review of the important current issues in the field.

I. PREREQUISITE

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

II. REQUIRED RESOURCE PURCHASE

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

III. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

IV. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student will be able to:

- A. Explain the function of human resources management.

- B. Describe the planning and implementation of various components of a human resources plan.
- C. Explain various human resources management processes and issues, including performance processes, career management processes, disciplinary processes, equity issues, recruitment and retention issues, contract negotiations, and benefits.
- D. Integrate biblical principles within the field of human resources management.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and lecture presentations
- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (4)

Discussion boards are collaborative learning experiences. Therefore, the student is required to provide a thread in response to the provided prompt for each forum. Each thread must be 300–500 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 2 other classmates' threads. Each reply must be 250–350 words.

The thread must include a Scripture reference and at least 2 scholarly, peer-reviewed sources, plus the course text, all in current APA format. Each reply must include a Scripture reference and at least 1 scholarly source, plus the course text, all in current APA format.

- D. Connect Assignments (8)

Each student will complete a Connect assignment covering the chapters assigned in each module/week. The Connect assignments provide the student an opportunity to review concepts discussed in the Reading & Study material for the assigned modules/weeks.

- E. Group Research Paper

Topic

The student will be assigned to a group to complete this paper. The group will choose 1 of the topics from the provided list, and 1 member from each group will submit the topic to the instructor clearly articulated in at least 50 words.

Outline and References

Each group will have 1 member submit an outline and reference page in preparation for the final research paper. The reference page must include at least 7 scholarly, peer-reviewed references. Current APA format must be used.

Final

The student will work with an assigned group to research and write a 7–8-page research-based paper in current APA format that focuses on a topic selected from a list of topics provided in the paper instructions. The paper must include at least 7 scholarly, peer-reviewed references in addition to the course textbook and the Bible. Only 1 member from each group will submit the final paper.

F. Exams (4)

Each exam will cover the Reading & Study material for the assigned modules/weeks. Each exam will be open-book/open-notes, contain 40 multiple-choice and true/false questions, and have a 1-hour time limit.

VI. COURSE GRADING AND POLICIES

A. Points

Course Requirements Checklist		10
Discussion Board Forums		
Threads (4 at 40 pts ea)		160
Replies (4 at 30 pts ea)		120
MindTap Assignments (8 at 25 pts ea)		200
Group Research Paper		
Topic		10
Outline and References		50
Final		140
Exam 1	(Modules 1–2)	80
Exam 2	(Modules 3–4)	80
Exam 3	(Modules 5–6)	80
Exam 4	(Modules 7–8)	80
	Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Quizzes/Tests/Exams

For timed quizzes/tests/exams, the student is required to complete the quiz/test/exam within the assigned time. For the student who exceeds this time limit, a penalty of 1 point will be deducted for each minute, or part thereof, he/she exceeds the assigned time limit.

D. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at equityandcompliance@liberty.edu. Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

COURSE SCHEDULE

BUSI 342

Textbook: Mathis et al., *Human Resource Management* (2017).

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Mathis et al.: chs. 1–2 1 presentation 1 website	Course Requirements Checklist Class Introductions DB Forum 1 Thread MindTap Assignment 1 Group Research Paper - Topic	10 0 40 25 10
2	Mathis et al.: chs. 3–4 1 presentation 1 website	DB Forum 1 Replies MindTap Assignment 2 Exam 1	30 25 80
3	Mathis et al.: chs. 5–6 1 presentation 1 website	DB Forum 2 Thread MindTap Assignment 3 Group Research Paper - Outline and References	40 25 50
4	Mathis et al.: chs. 7–8 2 presentations 2 websites	DB Forum 2 Replies MindTap Assignment 4 Exam 2	30 25 80
5	Mathis et al.: chs. 9–10 1 presentation 2 websites	DB Forum 3 Thread MindTap Assignment 5	40 25
6	Mathis et al.: chs. 11–12 1 presentation 2 websites	DB Forum 3 Replies MindTap Assignment 6 Exam 3	30 25 80
7	Mathis et al.: chs. 13–14 2 presentations 1 website	DB Forum 4 Thread Group Research Paper - Final MindTap Assignment 7	40 140 25
8	Mathis et al.: chs. 15–16 2 presentations 1 website	DB Forum 4 Replies MindTap Assignment 8 Exam 4	30 25 80
TOTAL			1010

DB = Discussion Board

NOTE: Each course module/week (except Module/Week 1) begins on Tuesday morning at 12:00 a.m. (ET) and ends on Monday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.