

**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 443**

#### **WORKFORCE PLANNING AND EMPLOYMENT**

#### **COURSE DESCRIPTION**

This course will focus on recruitment, assessment, selection, placement and appraisal issues and methods necessary to align the organizational workforce with the strategic goals of the organization. The laws and guidelines related to the DOL, INS, EEOC, and other legal enforcement agencies as related to the staffing process will be reviewed.

#### **RATIONALE**

Leaders in an organization must have the knowledge, skills, and abilities necessary to effectively staff and manage a workforce planning and employment system in order to support the strategic mission of the organization. These tools will be the foundation upon which the management of an organization is able to incorporate organizational workforce needs with the current labor market, and is able to apply appropriate labor laws and guidelines.

#### **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
- E. *The Holy Bible*

#### **IV. MEASURABLE LEARNING OUTCOMES**

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

- A. Evaluate the staffing needs of an organization through case examples.
- B. Complete a job analysis for an organization.
- C. Examine internal and external recruitment and selection strategies.

- D. Analyze the retention management process with application to selected case study examples.
- E. Integrate biblical principles within the field of human resource development.

**V. COURSE REQUIREMENTS AND ASSIGNMENTS**

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

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

- C. Discussion Board Forums (3)

Discussion boards are collaborative learning experiences. Therefore, the student will create a thread in response to the provided prompt for each forum. Each thread must be 400–500 words, demonstrate course-related knowledge, and incorporate at least 2 peer-reviewed resources. In addition to the thread, the student will reply to at least 1 classmate’s thread. Each reply must be 250–350 words and incorporate at least 1 peer-reviewed resource.

- D. Case Studies (3)

The student will complete 3 Case Studies in current APA format, answering various questions about the assigned case studies. The answers to each case study must be 3–5 pages and must be submitted through SafeAssign. Each case study must incorporate at least 2 peer-reviewed resources along with use of the course materials.

- E. Job Analysis Project

This assignment consists of the following 2 parts:

1. Part 1: Topic Submission and Annotated Bibliography: The student will create a topic submission that must contain the position chosen for the job analysis and an annotated bibliography with at least 3 peer-reviewed resources. This assignment must be submitted through SafeAssign.
2. Part 2: Job Description and Job Analysis: The student will create a job description and job analysis of 6–8 pages that incorporates at least 5 peer-reviewed resources. This assignment must be in current APA format and be submitted through SafeAssign.

- F. Biblical Integration Exercise

The student will briefly describe how the Bible is related to the topics covered in the course. An integration of the Bible must be explicitly shown in relation to a course topic, and the textbook must be incorporated. The student must also incorporate at least 2 peer-reviewed resources. This assignment must be at least 500 words, be in current APA format, and be submitted through SafeAssign.

G. Reading Quizzes (3)

The student will complete 3 Reading Quizzes, each of which is open-book/open-notes, contains 10 multiple-choice questions, and has a time limit of 15 minutes.

**VI. COURSE GRADING AND POLICIES**

A. Points

Course Requirements Checklist		10
Discussion Board Forums (3 at 100 pts ea)		300
Case Studies (3 at 125 pts ea)		375
Job Analysis Project		
Part 1: Topic Submission and Annotated Bibliography		25
Part 2: Job Description and Job Analysis		200
Biblical Integration Exercise		40
Reading Quiz 1	(Modules 1–3)	20
Reading Quiz 2	(Modules 4–6)	20
Reading Quiz 3	(Modules 7–8)	20
	<b>Total</b>	1010

B. Scale

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

C. Disability Assistance

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

## ***COURSE SCHEDULE***

### **BUSI 443**

Textbooks: Heneman et al., *Staffing Organizations* (2015).  
Nkomo et al., *Human Resource Management Applications* (2011).

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Heneman et al.: chs. 1–2 Nkomo et al.: exercise 17 1 presentation	Course Requirements Checklist Class Introductions DB Forum 1	10 0 100
<b>2</b>	Heneman et al.: chs. 3–4 Nkomo et al.: skill builder 49 1 presentation 2 websites	Case Study 1 Part 1: Topic Submission and Annotated Bibliography	125 25
<b>3</b>	Heneman et al.: chs. 5–6 Nkomo et al.: case 34 1 presentation	Case Study 2 Reading Quiz 1	125 20
<b>4</b>	Heneman et al.: chs. 7–8 1 presentation	DB Forum 2	100
<b>5</b>	Heneman et al.: chs. 9–10 Nkomo et al.: case 35 1 presentation	Case Study 3	125
<b>6</b>	Heneman et al.: chs. 11–12 1 presentation	Biblical Integration Exercise Reading Quiz 2	40 20
<b>7</b>	Heneman et al.: ch. 13 Nkomo et al.: exercise 30 1 presentation 1 website	Part 2: Job Description and Job Analysis	200
<b>8</b>	Heneman et al.: ch. 14 1 presentation	DB Forum 3 Reading Quiz 3	100 20
<b>TOTAL</b>			<b>1010</b>

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**.