

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 643

WORKFORCE PLANNING AND EMPLOYMENT

COURSE DESCRIPTION

This course will examine the changing nature of the labor market, including conceptual, operational, and the legal issues. Discussion and activities will focus on the legal, ethical, and economic factors affecting recruitment, selection, placement, and appraisal. Students will learn to synthesize theory with application and evaluate the effectiveness of an organization's workforce planning and employment strategies. Understanding strategic organizational considerations and developing decision-making skills related to the staffing process will be emphasized through text readings, case studies, experiential exercises, and secondary research.

RATIONALE

This course directly supports the aims of Liberty University's Statement of Purpose. The human resource manager must have the necessary skills to be able to manage effective workforce planning and employment systems to support the strategic mission of the organization. These tools will be the foundation upon which the human resource manager will be able to incorporate organizational workforce needs with the current labor market and 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

IV. MEASURABLE LEARNING OUTCOMES

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

- A. Predict organizational staffing needs and evaluate job analysis and reward methods.

- B. Investigate the strategic approach to job offers and the challenges of staffing system management.
- C. Examine staffing models, strategy, and legal compliance, including employment laws and guidelines to selection decision making.
- D. Formulate internal and external recruitment strategies and related legal issues.

V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings and 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 (2)
Discussion boards are collaborative learning experiences. Therefore, in Modules/Weeks 3 and 5, the student must participate in class-wide Discussion Board Forums. Each forum will be completed in 2 parts: a substantive thread of 400–500 words in response to the instructor’s prompt and 2 replies of 250–300 words each to 2 classmates’ threads.
- D. Case Studies (6)
The student will complete 6 case studies in current APA format by answering various questions about the textbook case studies he/she reads. The answers to each Case Study must be 3–5 original pages and must be submitted through the provided SafeAssign link.
- E. Literature Review
This assignment has 3 parts. The first part is the topic submission. The second part is the submission of the annotated bibliography, which must include at least 8 of the required sources. This will ensure that the the student is headed down the correct path with his/her literature review. This part must be submitted via SafeAssign. The third and final part is writing a literature review of at least 8–10 full pages. The Literature Review will consist of at least 12 peer-review journal articles, published within the past five years. Each student must submit his/her Literature Review via SafeAssign.
- F. Biblical Integration Exercise
In a group, the student will work on an essay of at least 200 words, which will then be posted to the specified Discussion Board Forum. Replies are not necessary; however, they are encouraged. The student is to 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 in order to earn points. This assignment must be submitted to SafeAssign as well as to the specified Discussion Board Forum.

G. Reading Quizzes (4)

The student will complete quizzes in Modules/Weeks 1, 3, 5, and 8. Each quiz contains 10 multiple-choice and true/false questions and is open-book/open-notes. The student will have 25 minutes to complete each quiz.

VI. COURSE GRADING AND POLICIES

A. Points

| | |
|--|-------------|
| Course Requirements Checklist | 10 |
| Discussion Board Forums (2 at 75 pts ea) | 150 |
| Case Studies (6 at 100 pts ea) | 600 |
| Literature Review | |
| Topic Submission | 5 |
| Annotated Bibliography | 40 |
| Literature Review | 150 |
| Biblical Integration Exercise | 15 |
| Reading Quizzes (4 at 10 pts ea) | 40 |
| Total | 1010 |

B. Scale

A = 940–1010 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859
C+ = 820–839 C = 780–819 C- = 760–779 F = 0–759

C. Disability Assistance

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

COURSE SCHEDULE

BUSI 643

| MODULE/ WEEK | READING & STUDY | ASSIGNMENTS | POINTS |
|-------------------------|--|--|---------------------------|
| 1 | Heneman et al.: chs. 1–2 1 presentation | Course Requirements Checklist Class Introductions Case Study 1 Literature Review – Topic Submission Reading Quiz 1 | 10 0 100 5 10 |
| 2 | Heneman et al.: chs. 3–4 1 presentation | Case Study 2 | 100 |
| 3 | Heneman et al.: chs. 5–6 1 presentation | DB Forum 1 Literature Review – Annotated Bibliography Reading Quiz 2 | 75 40 10 |
| 4 | Heneman et al.: chs. 7–8 1 presentation | Case Study 3 | 100 |
| 5 | Heneman et al.: chs. 9–10 1 presentation | DB Forum 2 Reading Quiz 3 | 75 10 |
| 6 | Heneman et al.: chs. 11–12 1 presentation | Case Study 4 Biblical Integration Exercise | 100 15 |
| 7 | Heneman et al.: ch. 13 1 presentation | Case Study 5 Literature Review | 100 150 |
| 8 | Heneman et al.: ch. 14 1 presentation | Case Study 6 Reading Quiz 4 | 100 10 |
| TOTAL | | | 1010 |

DB = Discussion Board

NOTE: Each course week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final week ends at 11:59 p.m. (ET) on **Friday**.