

Bachelor of Applied Science
Organizational Leadership 4300
Syllabus

COURSE TITLE: Human Resource and Risk Assessment

COURSE PREFIX AND NUMBER: ORGL 4300

INSTRUCTOR NAME: Elizabeth Peña

INSTRUCTOR CONTACT INFORMATION: Email: epena@sulross.edu
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OFFICE HOURS: By appointment only

TEXTBOOK: Human Resource Management 15th Edition
by Robert L. Mathis, John H. Jackson, Sean R. Valentine, Patricia Meglich
ISBN #978-1305500709

COURSE DESCRIPTION: The study of contemporary leadership trends in business and industry. Students will research and study the body of literature with an emphasis on formulation of current leadership practices and future trends.

GOALS OF THE COURSE:

Understand the role of cultural values and attitudes in a diverse workforce.

1. Appreciate the importance of human resource management as a field of study and as a central management function;
2. Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions;
3. Know the elements of the HR function (e.g. – recruitment, selection, training and development, etc.) and be familiar with each element’s key concepts & terminology; and
4. Apply the principles and techniques of human resource management gained through this course to the discussion of major personnel issues and the solution of typical case problems.

COURSE REQUIREMENTS: Admitted into the BAS Program. Fulfillment of pre-requisites of the BAS Organizational Leadership series.

Week 1- Chapter 1 - Human Resource Management in Organizations
Chapter 2 - Human Resource Strategy and Planning

Week 2- Chapter 3 - Equal Employment Opportunity
Chapter 4 - Workforce, Jobs, and Job Analysis

Week 3- Chapter 5 – Individual/Organization Relations and Retention
Chapter 6 – Recruiting High-Quality Talent

Week 4- Chapter 7 – Selecting Human Resources
Chapter 8 – Training Human Resources
Midterm (Chapters 1-8)

Week 5- Chapter 9 – Talent, Careers, and Development
Chapter 10 – Performance Management and Appraisal

Week 6- Chapter 11 – Total Rewards and Compensation
Chapter 12 – Variable Pay and Executive Compensation

Week 7- Chapter 13 – Managing Employee Benefits
Chapter 14 – Risk Management and Worker Protection

Week 8- Chapter 1 – Employee Rights and Responsibilities
Chapter 1 – Union-Management Relations
Final Exam (Chapters 9-16)

SCHEDULE OF COURSE REQUIREMENTS AND GRADE COMPUTATION:

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|---|----------------------------|
| Open Discussion Board Posts (9 total) | 18 Points (2 points each) |
| Chapter Quizzes (16 total) | 80 Points (5 points each) |
| End of Semester Project on select topic (1 total) | 22 Points |
| Writing Assignments (4 total) | 20 Points (5 points each) |
| Exams: Mid-term 4 th Week and Final 8 th Week | 40 Points (20 points each) |

TOTAL POINTS=180 POINTS

A = 162 or more

B = 144-161

C = 126-143

D = 108-125

F = 107 or lower

Additional Information:

Open Discussion Board Posts: Class discussion will consist of nine in total. A rubric, which will be available for you to see, will be used to measure/grade your discussion posts. You must engage and discuss the topics with correct grammar, spelling, punctuation, and capitalization. I will not accept posts that look as if you're text messaging a friend. Discussion for each week will close on Due Date (Sunday at midnight).

Chapter Quizzes: Timed quizzes at the end of each chapter.

End of Semester Project: TBD

Writing Assignments: Proper grammar, punctuation, spelling and capitalization are expected. Support your thoughts based on the readings from the chapters.

Exams: Two online timed exams will bring your understanding of the chapters to fruition. The questions will be a combination of multiple choice and True/False questions.

*The syllabus may be amended during the semester at the discretion of the Professor! Logging in to BlackBoard is critical to you passing this course. E-mail me with any questions or concerns.