

**DE ANZA COLLEGE
BUSINESS DEPARTMENT
WINTER QUARTER 2015**

Human Resource Management: Bus 57

Instructor: Nick Voyvodich

Office hours: By appointment

Days: Tues/Thurs **Room** – MCC-17

Time: 6:30 – 8:20 pm

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COURSE DESCRIPTION

As students graduate and find themselves working in business, non-profit or government, understanding the functions that comprise Human Resources is critical to their success and future career development. This introductory course is designed to teach the fundamental components of the Human Resource (HR) function. Focus will be placed on understanding and applying the various roles this organization provides to employees and the corporation. The information you will learn is applicable to both business and non-business major students. As the world of business continues to change, adapt and react to global pressures and competition, the importance of the HR function has evolved into one of the most critical organizations within business.

COURSE OBJECTIVES

Regardless of what career you choose in your future, understanding the world of Human Resource Management (HRM) is critical to your success. This course will provide you with the opportunity to look inside the HR world, understand how it is connected to the other parts of the organization as well as the outside world. We will focus on three major learning objectives:

1. Examine HR practices and how they affect employee performance, motivation, and the firm.
2. Compare HR functions to formulate critical written and oral analysis of current global HR challenges.
3. Appraise the impact of HR as a strategic partner with corporate executive leadership to achieve competitive advantage in the marketplace.

TEXT

Fundamentals of Human Resource Management, 4th Edition, Noe, Hollenbeck, Gerhart & Wright/McGraw-Hill.

COURSE REQUIREMENTS

Reading Assignments: It is strongly advised you complete reading assignments before class on the day they are scheduled in order to gain the most from the lectures. Refer to the chapter assignments below to ensure you are keeping pace with the reading.

HR Journal: A journal containing, news articles, observations from media or real life depicting HR topics covered in the course. This will be worth 50 points and 25 entries are required. Grading will be based on completeness of each entry. Journal should be emailed directly to me on the due date.

Homework assignments: There will be five homework assignments with each assignment worth 10 points for a maximum of 50 points. To get credit all assignments must be turned in on the respective due date. Grading will be based on completeness of answers to each question and readability of your responses. Homework assignments should be emailed directly to me on the due date.

Midterms/Final: During the quarter there will be two scheduled midterms. There will be 50 multiple choice questions on each midterm with a total of 50 points possible for each. The final will cover the last five chapters of the textbook and will consist of 50 multiple choice questions and worth a total of 50 points. If you miss an exam, *I must be notified within two days* of the exam. If you cannot attend the day of the final exam, contact me as soon as possible for information concerning filing a petition for an incomplete grade.

Written assignment: A five page, double spaced term paper is required. The HR topic will be up to the student with the approval of the instructor. All written work must be typed with a font size of 12 and submitted on time. Late assignments will result in 5 points being taken off for each day past the due date. It will be worth 50 points. Grading will be based on content and analysis of your topic. Written assignment should be emailed directly to me on the due date.

Attendance: Excellent attendance and participation are imperative to succeed in this class. You will need to sign in as you enter each class session. You will be given 2 points for every day of attendance with a total of 50 points available. There will be a sign in sheet for each class session.

Extra Credit: There will be two ways to earn extra credit during the course. 10 points will be given for a two page paper on a HR topic of your choice (not the same as your five page research paper). In addition you can earn 10 points by completing a career assessment process entitled You Inc. All extra credit should be emailed directly to me. They can be turned in anytime during the quarter up to the date of the final exam.

Ethics: Cheating will not be tolerated. A student, who is caught cheating, will receive a course grade of F.

Course Withdrawal: If you decide to drop the course at any time during the quarter, it is your responsibility to withdraw from the course; otherwise the appropriate grade will be assigned at the end of the term, usually a F grade.

Conduct: Any student disrupting the class may be asked to leave. De Anza College will enforce all procedures set forth in the Student Standards of Conduct and the appropriate remedial and/or disciplinary steps will be taken when violations occur.

Food and Drinks: No eating or drinking in the classroom is allowed.

Cell phones/laptops: Please silence all cell phones and use of laptops are not allowed during class.

ASSIGNMENT SCHEDULE

DATE	CHAPTER	ASSIGNMENTS/EXAMS
Jan 6/Jan 8	Chapter 1	
Jan 13/Jan 15	Chapter 2,3	Homework 1 –pg 22;question 3
Jan 20/Jan 22	Chapter 3,4	Homework 2 –pg 87-HR Oops!
Jan 27/Jan 29	Chapter 4,5	Homework 3 –pg 144; HR Oops!
Feb 3/Feb 5	Chapter 6,7	Midterm 1 Ch 1-6; (Feb 5)
Feb 10/Feb 12	Chapter 8,9	Homework 4 –pg 247; HR Oops!

Feb 17/Feb 19	Chapter 10,11	Homework 5–pg 294;HR Oops!
Feb 24/Feb 26	Chapter 11,12	Midterm 2 Ch 7-11; (Feb 26)
Mar 3/Mar 5	Chapter 12,13	
Mar 10/Mar 12	Chapter 14,15	HR Journal due (Mar 12)
Mar 17/Mar 19	Chapter 15,16	Term paper due (Mar 19)
Mar 24	Final on March 24; 6:30 pm	Final Exam Ch 12-16

Homework assignments due dates:

Assignment 1 – due Jan 15
Assignment 2 – due Jan 22
Assignment 3 – due Jan 29
Assignment 4 – due Feb 12
Assignment 5 – due Feb 19

Grading	Value	Grade Distribution
Midterms (2)	100	
HR Journal	50	A= 90%+
Term Paper	50	B= 80-89
Attendance	50	C= 70-79
Final Exam	50	D= 65-69
Homework	50	
Total Points	350	F= Below 65%

Winter Quarter 2015 Academic Dates and Deadlines

Monday, Jan. 5 :: First day of Winter Quarter 2015.

Saturday, Jan. 17 :: Last day to [add](#) quarter-length classes. *Add date is enforced.*

Sunday, Jan. 18 :: Last day to [drop](#) for a full [refund or credit](#) (quarter-length classes). *Drop date is enforced.*

Monday, Jan. 19 :: Last day to [drop](#) a class with no record of grade. *Drop date is enforced.*

Friday, Jan. 30 :: Last day to [request pass/no pass](#) grade. *Request date is enforced.*

Friday, Feb. 27 :: Last day to [drop](#) with a "W." *Withdraw date is enforced.*

Monday, Jan. 19 :: Holiday: Observance of Martin Luther King's Birthday

Friday, Feb. 13 :: Holiday: Observance of Abraham Lincoln's Birthday

Saturday-Sunday, Feb. 14-15 :: Holiday: Presidents' Day Weekend (no classes)

Monday, Feb. 16 :: Holiday: Observance of George Washington's Birthday

March 24-27 :: [Final Exams](#)

Friday, March 27 :: Last day to [file for a winter degree or certificate](#).

Friday, March 27 :: Last day of Winter Quarter