

Lincoln University

BA 217 Personnel Management

Department of Business and Economics

Level: Advanced (A)

Summer, 2021

Credit: 3 Units (45 lecture hours)

Instructor Dr. Ken Germann

Office Hours: Tuesday/Thursday 8:30-9 AM

Class: Tuesday/Thursday 9-11:45 AM

Home Phone: 510-531-3082

Email: kengermann@att.net

Ext: Gary Dessler, Human Resource Management, 13e, Pearson;

ISBN: 13: 978-0-13-2666821-7; 2013

Course Description: A survey of principles and practices related to development of sound personnel relationships with reference to employment recruiting and selection, training, job evaluation, performance appraisal, discipline, wage and salary administration, labor relations, safety, supervision, morale building, governmental regulations and other matters. (3 units) Prerequisite: BA 110

Course Learning Objectives:

- * Understand the roles of recruiting, training and compensating. PLO 1; ILO 1a and 2a
- * Develop employee relations. PLO 2; ILO 2a and 7a
- * Design human resource strategies. PLO 4; ILO 4a, 5a, and 6a
- * Utilizing selection tools in hiring.
- * Appreciating labor relations and collective bargaining.
- * Creating a safe and healthy work place. PLO 6; ILO 3b
- * Managing human resources

Grading: Total of 600 Points

Case Studies: 200 points

Group Plan: written and oral presentations: 200 points

Midterm 100 points

Final 100 points

Lectures and Homework

I will lecture on both assigned readings and supplemental lectures. You will be responsible for both reading the assigned chapters in advance and word processing the questions at the end of each of the chapter's case studies.

Group Assignment

You will form teams of four students, for the purpose of developing a human resource plan for an actual company. The written group project is due the next to last class and the oral presentation is due on the last class.

Midterm and Final

For your midterm you will have a take home essay exam covering the first 9 chapters. For the final you will have the same assignment covering chapters 10-18.

Course Outline

Week 1: Chapter 1-3, No case studies

Week 2: Chapter 4-6, Case studies

Week 3: Chapter 7-9, case studies.

Week 3: Take home midterm: Chapters 1-9

Week 4: Chapter 10-13, case studies

Week 5: Chapter 14-16, case studies

Week 6: Chapter: 17-18 Take home final: Chapters 10-18

Week 7: Written Group Project and Group Oral Presentation

Grading Criteria:

A 94 - 100 A - 90 - 93

B+ 87 - 89 B 83 - 86 B- 80 - 82

C+ 77 - 79 C 73 - 76 C- 70 - 72

D+ 67 - 69 D 60 – 66 F 59 and below

Instructor's Bio

Instructor has the greatest job in the world: teaching for the past 45 years. During that time he has also worked in operations; been an attorney; actor; a senior manager; and consultant. He has been lucky to work and traveled to 193 countries. Revised: 6/6/2021