

LINCOLN UNIVERSITY
BA 217 – Personnel Management
Summer 2014 Course Syllabus

Lecture Schedule: Monday and Wednesday, 12:30 – 3:15 PM
Credit: 3 units (45 lecture hours)
Instructor: Dr. Ken Germann
Office Hour: Monday and Wednesday, 11:45 AM – 12:30 PM
Home Phone: 510-531-3082
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Textbook: Gary Dessler, **Human Resource Management**, 13th edition (2012), Prentice Hall, ISBN-13: **978-0132668217**

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)

Course Objectives

- Understand the role of recruiting, training and compensating.
- Develop employee relations.
- Design human resource strategies.
- Utilize selection tools.
- Appreciate labor relations and collective bargaining.
- Create a safe and healthy workplace.
- Manage human resources.

Instructional Methodology

Lecture method is used in combination with application assignments. The emphasis will be on learning by doing. Every student must participate in an intensive preparation and classroom activity.

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 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. The written group plan is due the next last class, and the oral presentation will be made in the last class.

Midterm and Final Exams

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

Grading Criteria

Total: 600 Points

Case Studies:	200 points
Group Human Resource Plan:	
Written and Oral Presentations	200 points
Midterm Exam:	100 points
Final Exam:	100 points

564-600	A	444-461	C
540-563	A-	420-443	C-
522-539	B+	390-419	D+
504-521	B	360-389	D
480-503	B-	359 or below	F
462-479	C+		

Course Outline

- Week 1: Chapters 1-3, No Case Studies
- Week 2: Chapters 4-6, Case Studies
- Week 3: Chapters 7-9, Case Studies
- Week 4: Chapters 10-12, Case Studies
- Week 5: Chapters 13-15, Case Studies
- Week 6: Chapters 16-18, Case Studies
- Week 7: Group Project: Oral Presentations

Instructor Biography

Instructor has the greatest job in the world: teaching for the past 40 years. During that time, he has also worked in operations; been an attorney; an actor; a senior manager; and a consultant. He has been lucky enough to travel to 183 countries.

Revised: June 5, 2014