

COURSE SYLLABUS
CIBU 411 – Human Resource Management

5 Quarter Credits

Instructor: Mrs. Yun-Ching Yeh Davis (Winnie Davis)

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COURSE	CIBU 411 – Human Resource Management
DAY & TIME	THURSDAYS 10:00AM to 3:00PM
LOCATION	DUBAI ROOM

FACULTY BIOGRAPHY

Winnie Davis was born and raised in Taiwan. After earning her Bachelor of Science Degree in Meteorology, she became an Environmental Engineer. Shortly after that she decided to go to USA to learn business in order to help running her family-owned trading company. She earned a Master Degree in Business Administration and another Master Degree in Human Resources Management. Winnie has been resident of San Diego for 15 years, has owned and run several local as well as international companies with her family. She has 21 years experience in business. Currently is the owner of Tek Lok America Enterprise Company and the Director of Research & Development Asia at CSIM.

COURSE DESCRIPTION

This course examines the evolving human resources function within today's organizations. Students will examine the changing roles and responsibilities of human resources managers, the acceptance and integration of the human resources function as a full business partner, and the higher expectations placed on human resources leadership to make a significant contribution to the successful management of the organization. Students will explore the role managers and supervisors play in the successful management of the organization's human resources. Topics to be examined include: the functions of Human Resource Management, relationships within the organization, policies and procedures, workplace diversity, and the role of human resources in a global economy.

TEXTBOOK

(2004). Raymond A. Noe...[et al.].- 2nd ed. Fundamentals of Human Resource Management

COURSE OBJECTIVES

1. Analyze the concept of labor or human capital of the organization viewed as an investment versus an operational expense.
2. Examine various models of how human resources management is positioned in the structure of an organization.
3. Assess the major challenges of human resources in the 21st century business and government organizations.
4. Review the role of human resources management in the development of senior leadership.
5. Develop ways in which human resources management might diagnose a business strategy and then facilitate the internal change necessary to accomplish the strategy.
6. Analyze the correlation of human resources management and line management as it relates to developing an organizational business partnership.
7. Evaluate the developing role of human resources in the global arena.

EXPECTATIONS OF STUDENTS

1. Contribute to the learning environment in a positive, constructive manner.
2. Utilize the resources provided including: class material, course instructor, peers, and current publications relevant to the topic(s).
3. Attend each class meeting fully prepared, on time, and willing to participate. Class participation is essential and expected. Class attendance is very important to your study at the California International Business University. Attendance is recognized via the class attendance roster and physical attendance for the entire class meeting. An unexcused absence will lower your grade one-letter grade.
4. All written assignments will be typed (double-spaced). Your papers should present relevant points in a clear, well-organized manner. Your work should be free from spelling and grammatical errors. Assignments are to be turned in on time (just like the mean boss at work). Use of outside sources is encouraged and must be properly cited. Use the library for research and building your reference page.
5. Oral assignments (presentations) should be presented in a clear and concise manner, be relevant, and have effective visual aids (MS PowerPoint). Good eye contact, appropriate gestures, audible and modulated delivery is important. All presenters will equitably share group presentations.
6. Written assignments and in-class discussion are confidential.

7. LATE ASSIGNMENTS WILL NOT BE ACCEPTED
8. No use of personal computers or other electronic devices during the class.

ASSIGNMENTS

Preparation for class 1 (09-11-08)

1. Introductions/Expectations
2. Syllabus coverage
3. In class activities-- Personality assessment.
4. In class activities-- Learning Teams.
5. Discussion on the core concepts of Human Resources Management
6. Lecture/ Discussion Chapters 1, 2 in the text.

Preparation for class 2 (09-18-08)

1. Read Chapters 3, 4 in the text Fundamentals of Human Resource Management.
2. Prepare and submit responses to Chapter 4 Review and Discussion Question number three (p. 131 of the text).
3. Prepare a two-page paper defining the elements of a job analysis. Discuss the importance of job analysis for human resource management. Use the library for research and building your reference page.
4. Lecture/Discussion on Chapters three/four in the text.
5. In class activities-- Discussion on how personality figures into effective Human resource management.
6. Preparation for class three team presentation.
7. In class quiz on Chapters three and four.

Preparation for class 3 (09-25-08)

1. Read Chapters 5, 6 in the text Fundamentals of Human Resource Management
2. Article Analysis on Managerial and Leadership Effectiveness. Use the library for research and building your reference page. Search for articles or examples focusing on the

ingredients of effective leadership styles and preferences. Then, prepare and submit a half paper summary of the article. Be prepared to discuss in class.

3. Prepare and submit a two-page paper on selecting employees and placing them in jobs. Explain the process of recruiting and selecting employees (i.e., how this should be completed). Use the library for research and building your reference page.
4. Study groups will prepare a 15 minute oral presentation (PowerPoint) detailing an employee recruiting and training plan. Support the plan with how the company will recruit employees, how the company will select employees, what areas the employees will be trained in, who will conduct the training and how will success(recruiting/training) be measured (metrics). Presentation is equitably shared.
5. Lecture/Discussion on Chapters five/six in the text.
6. In class quiz on Chapters five and six.

Preparation for class 4 (10-02-08)

1. Read Chapters 7, 8 in the text Fundamentals of Human Resource Management
2. Article Analysis on how training benefits an organization and the employees. Use the library for research and building your reference page. Then prepare and submit a half paper summary of the article. Be prepared to discuss in class.
3. Team presentation on a Performance Appraisal System. Team will deliver a fifteen-minute presentation on how will an organization manage Employee Performance. Provide specifics to the following. Identify the activities involved in the performance management, discuss the purposes of performance management systems, define the criteria for measuring performance that will be used, define the rating criteria to be used, and summarize ways to produce improvement in unsatisfactory performance. Presentation is equitably shared.
4. Lecture/Discussion on Chapters seven/eight in the text
5. In class quiz on Chapters seven and eight.

Preparation for class 5 (10-09-08)

1. Read Chapters 9, 10 in the text Fundamentals of Human Resource Management.
2. Article Analysis on retaining employees. Use the library for research and building your reference page. Search for articles or examples focusing on what organizations can do to

keep employees satisfied ensuring they will stay with the organization. Then prepare and submit a half paper summary of the article.

3. In class review of Chapters 1 – 10 in the text.
4. Midterm exam

Preparation for class 6 (10-16-08)

1. Read Chapters 11, 12 in the text Fundamentals of Human Resource Management.
2. Article Analysis on using money as a motivator for employees. Use chapter 12 as a source. Use the library for research and building your reference page. Gather information on using money as a motivator. Your article may cover either money is a motivator or money is not a motivator. Then, prepare and submit a half paper summary of the article.
3. Prepare and submit a two-page paper on how you would use pay (i.e., money) to motivate employees. Include the connection between incentive pay and employee performance and what criteria you would use to determine how much money an employee would receive. Use the library for research and building your reference page.
4. Team presentation on case What Could Take a Bite out of Whole Foods (p. 386) or case Reinventing Motorola (p. 417). Team will deliver a ten-minute presentation providing an overview of the case and complete answers to the questions that follow the case. You may choose either case to present. Presentation is equitably shared.
5.
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6. Lecture/Discussion on Chapters eleven/twelve in the text.
7. In class quiz on Chapters eleven and twelve.
8. Return Mid-Term Exam.

Preparation for class 7 (10-23-08)

1. Read Chapters 13, 14 in the text Fundamentals of Human Resource Management.
2. Prepare and submit a two-page paper on the importance of benefits as a part of employee compensation. Identify the various types of employee benefits outside of pay and why the benefits you selected are important (i.e., the reason you chose the benefit). Use the library for research and building your reference page.
3. Prepare and submit a half page summary of a current article on a current newsworthy event on an article on an example of a specific company's use of "benefits" in its employee

incentive efforts. State how the company uses the benefits. Use the library for research and building your reference page.

4. In class activities-- Leadership Assessment.
5. Lecture/Discussion on Chapters thirteen/fourteen in the text.
6. In class quiz on Chapters thirteen and fourteen.

Preparation for class 8 (10-30-08)

1. Read Chapters 15, 16 in the text.
2. Prepare and submit a half page summary of a current article on a current newsworthy event on an article on a specific company that is considered "World Class" (i.e., a great company to work for). Briefly list why they are a great company. Use the library for research and building your reference page.
3. Team presentation on case China Unchains Ad Agencies (p. 528), case Employees Under Fire: Working in Iraq (p. 529), case Greater Chicago Food Depository: A High-Performance Nonprofit (p. 557) or case Determining the Value of Training Programs (p. 558). Team will deliver a ten-minute presentation providing an overview of the case and complete answers to the questions that follow the case. Teams may choose any of the above cases to present. Presentation is equitably shared.
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5. Lecture/Discussion on Chapters fifteen/sixteen in the text
6. In class quiz on Chapters fifteen and sixteen.

Preparation for class 9 (11-06-08)

1. In class activities --The Trust Factor/Self Mastery Presentation.
2. In class preparation for final presentation and final exam.
3. Review of Chapters 1-16 in the text.

Preparation for class 10 (11-13-08)

1. Final exam.
2. Complete Learning Team Assessments and End-Of-Course Survey.

GRADING

1 -- Question number three (p. 131 of the text)	01 point	
4 -- Two-page paper	03 points	
each --12 points total		
6 -- Current article summaries	1.5 points each --09 points	
total		
4 -- Team Presentations	05 points each --20	
points		
6 -- Chapters quizzes	03 points each --18 points	
1 -- Mid Term exam	10 points	
1 -- Final exam		20 points
Class Participation		10 points
<u>Total Possible</u>		<u>100</u>
	<u>points</u>	

A		95 -- 100	points
A-		90 -- 94	points
B+	87 -- 89		points
B		83 -- 86	points
B-		80 -- 82	points
C+	77 -- 79		points
C		73 -- 76	points
C-		70 -- 72	points
D+	67 -- 69		points
D		63 -- 66	points
D-		60 -- 62	points
F		Under 60	points