



## SYLLABUS

**BA 224: Human Resource Management - CRN 442835**

Syllabus Spring 2023

ONLINE – NO CLASS MEETINGS

Instructor: M. Lynn Marsh

**Email:** Email: [marshl@linnbenton.edu](mailto:marshl@linnbenton.edu) Email is the best method of communication. Emails need to be sent within a reasonable timeframe allowing reasonable time for faculty response.

**How to get to Moodle:** [Student Moodle Orientation Video](#)

**How to get Email set up:** [Here is the college page on student email.](#)

**Where to go for Tech Help:** [Student Help Desk](#) **Please do not wait until the end of the course when it might be too late to address problems.**

### Office Hours:

Since this is an online class there are no office hours. You may send me an email anytime, and I will try to respond within 24 hours excluding weekends (i.e., if you send me an email on a Friday you may not receive a response until Monday). **Please include BA 224 on the subject line whenever you email me about this class.**

**ZOOM Meetings:** This course will be administered ONLINE. (Optional periodic Zoom meetings may be requested by a student or offered by instructor). **The same Zoom link will be used for all.**

Zoom Link: <https://linnbenton.zoom.us/j/3639762854>

### REQUIREMENTS: TEXT AND MATERIAL

**1) Access to [Moodle](#),** Our courseroom software for discussions, assignments, and quizzes  
You can access this from Linn-Benton Community College homepage at the upper center of the screen click. Click on 'Email & Moodle'. This will lead you to the Moodle log in page.

**2) Text: [REQUIRED STUDENT ONLINE BOOK- OPEN EDUCATION](#)**

Lumen Learning is on Moodle. Lumen is the company who provides our online text and quizzes. There is no book purchase necessary generally you must purchase a Lumen access code from your campus bookstore, (or from Lumen) to take the quizzes. Follow the instructions provided to enter the code into any quiz page or study plan. After you have entered a code from Lumen, your quizzes can be found within our Moodle classroom.

You may take up to two quizzes free before an access code is required. It normally would then be an issue between the student and Lumen.

**\*\*You will have to buy this to take Quizzes in Week 1, it allows you to do this when you take the quiz the first time\*\*** You can purchase Lumen Learning Human Resource Management Online Book online. Regretfully, I cannot defer your responsibility to take the quizzes until you get an access code.

You will not be able to take the quizzes after Week 1 if you do not purchase the code.

Students who would prefer loose leaf copies of Case Study & Simulation Manuals can get it printed at Campus Printing Center. Other course content is available on our Moodle page and Simulation Website. We will access many class materials from internet sources including extensive Google searches. Students will also collect their own online resource materials to share with the class.

### 3) Software:

I may be posting items using Microsoft Office 365 applications, using Microsoft Word, Excel, and PowerPoint. As an LBCC student you are entitled to a free copy of this software. **Please refer to Technology Services & Resources under the Student Resources section of this syllabus for instructions on obtaining this software.**

Using Excel is a core element in management and is commonly used in most industries today. The Goodwill Community Foundation (GCF) developed their Excel tutorial (as well as several others) and has made them publicly available for no charge. Anyone can access and view GCF tutorials at any time with no prior account established or registration necessary. <http://www.gcflearnfree.org/>

For free Office 2019 downloads, visit: <http://library.linnbenton.edu/office365> and click link/follow instructions. You must have a downloaded version of Excel to use. Also check on the LBCC campus for available free downloaded versions of Microsoft Office 365.

### COURSE DESCRIPTION

Explores the basics of human resource management including selection and hiring, performance appraisal, compensation, staff planning and job analysis. This course also addresses current HR issues such as job search in a difficult economy, discrimination and harassment, workplace violence and on-the-job drug abuse.

### COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

- Describe best practices for recruitment & hiring processes.
- Explain how management uses training, performance, management, and appraisal processes in today's work environment to increase worker productivity.
- Demonstrate basic knowledge of labor law and collective bargaining agreements.
- Describe the typical employee work/career process from new hire to termination or retirement.

**Students who are unable to successfully complete the course should withdraw within LBCC's withdrawal window, by week seven. Last day to withdraw is May 21<sup>st</sup>, 2023**

**Grading:** Final course grades will be determined based on the following point system:

ITEM	Points
Introduction	35
Chapter Forum Discussions (17 x 15)	255
Chapter Quizzes (17 x 10)	170
Case Written Assignments	440
Final Exam	100
<b>TOTAL</b>	

**Grading Scale:** A (90 - 100%)    B (80 < 90%)    C (70 < 80%)    D (60 < 70%)    F (< 60%)

**Here are the general due dates for each Week and a helpful guide on how to complete the Weeks work (For general reference and non-exam weeks - See Assignment Summary posted in each week)**

**Late homework will not be accepted and you will not have access to any homework due each Sunday after 11:55pm.** Refer to the schedule herein and the Course Assignment Summary for the availability to take each assignment.

#### **Thursday**

- Watch any Zoom video posted (30-60 minutes)
- Read Chapter – Take Student Notes - 1 hour
- Post first post to Discussion Forum - 60 min

**Saturday- (assignments are due by Sunday; however, recommend completing assignments Saturday in case of technical issue then can complete Sunday as late assignments are not accepted.)**

- Review Notes- (as needed)
- Post reply to Discussion Forum- (30 min)
- Lumen - Complete Exercise / Problem / Quiz Homework (1hour)

**GradeBook - I use the gradbook systems in Moodle.** As you complete each homework assignment, quiz, and exam you will know your score on each. For assignments in Moodle, I will also enter points and feedback. All grades will be updated in the course gradebook which will allow you to keep track of your overall grade in the class. If you are ever unsure of where you stand with regard to your class grade, please contact me.

## **Discussion Grading Rubric – Participation assignments (17 x 15) = 255**

**Online Discussions are required as part of the course:** The discussions have a maximum total value of 15 points per EACH WEEK ASSIGNED will be graded for:

1. **Frequency (maximum 4 points per chapter - 2 point per day for each chapter up to 4 points)**—Number and regularity of your contributions. You are expected to log into the course and post (respond) in the threaded discussion topics on a **minimum of two** separate days per week for each chapter . **Two point deduction will be made where first post is made to any chapter after Thursday of the week at 11:59pm .**

2. **Quality (maximum 11 points EACH CHAPTER) FOR EACH CHAPTER up to 7 points for high quality response to initial instructor questions and up to 4 point per quality reply to student post up to 4)** —Content of your contributions. Examples of **quality** posts include:

**High Quality Post (7 points for quality initial post and 4 points for quality reply post total 4)**

Your contributions indicate your mastery of the materials assigned. Your response might integrate multiple views and/or show value as a seed for reflection for other participants. You provide evidence that you are reading the assigned materials and other student postings, bringing out interesting interpretations. You know the facts and are able to analyze them and handle conceptual ideas including **UNIQUE APPLICATION, EXAMPLE, etc**

**Medium Quality Post( 4 points for medium initial post and 2 points for medium quality reply post; total 2 points)** You provide evidence that you are reading the assigned materials and other student postings, and attempt to analyze them and handle conceptual ideas. However, you may have rambling, lengthy posts that show you have not re-read and refined before posting, and your writing suffers lack of clarity and comprehension or may be off target in one area or another and does not add substantively to the discussion.

**Low Quality Post (0 points for low quality initial post and 0 point for low quality reply post)**

Posts that state I agree or I disagree include an explanation of what is disagreed or agreed upon and why, or introduce an argument that adds to the discussion. At the low end of the spectrum, merely agreeing or disagreeing, not including references or mere copy and paste without your contribution and no participation gets a "0." If you are not in the discussion, you do not earn any points.

**Some additional tips of what I am looking for from you in discussing the material:**

- you at least met the minimum required number of Thursday;
- you were not repetitive of other students' comments
- you responded to other students' comments in addition to my comments;
- you used your own understanding and thoughts demonstrating you can analyze the materials and apply them to the Discussion topics as required
- you only relied upon authoritative resources, ( book or professional journals or code, not nonauthoritative sources such as Wikipedia; and
- You gave your own analysis of the materials you are introducing to the discussion.

**To avoid deduction: In general: Remember it is important to not merely post copied material. Follow the 80/20 Rule when writing – 80% your contribution/20% from outside sources. ALWAYS provide reference for copied material. Rather than copying you can:**

- elaborate on previous comments from others;
- present explanations of concepts or methods to help fellow students,
- present reasons for or against a topic in a persuasive fashion, sharing your personal experiences that relate to the topic, or

## **Homework: Quizzes and Written Assignments**

Homework for each chapter will be made available the Sunday preceding the chapter assigned.

**Homework is due by 11:55pm each Sunday in accordance with the schedule herein and will also be graded then.**

**Quizzes:** Each assigned chapter must be read in accordance with the schedule herein. There is a homework assignment for each of the modules consisting of quizzes.

**Written Assignments will be evaluated on the basis of Original Thinking, Analysis and Writing** which includes: effective usage of the English language, including a wide range of business grammar and punctuation.

**Original Thinking:** To avoid deduction: Remember it is important to not merely include copied material. Follow the 80/20 Rule when writing – 80% your contribution / 20% from outside sources. ALWAYS provide reference for copied material.

**Ideas:**

- **present reasons for or against a topic in a persuasive fashion,**
- **sharing your personal experiences that relate to the topic, or**

**Criteria provided below. Be sure to improve any areas where deficiencies are noted.**

- **Organization and format- 20% of assignment =**

Degree to which writing gives attention to details and presentation of points. Format used enhances understanding of material presented. Unity leads the reader to the writer's conclusion and the format and information could be used independently

- **Content - 30% of assignment =**

Degree to which all required questions are addressed with in-depth consideration reflecting both proper use of content terminology and additional original thought. Additional concepts clearly presented from properly cited sources, or originated by the author following logic and reasoning they've presented through the writing. If outside sources are used, source material must be cited in APA format. See below link:

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)

- **Development – Critical Thinking- 30% of assignment =**

Degree to which content indicates synthesis of ideas, in-depth analysis and evidence beyond the questions or requirements asked. Original thought supports the topic, and is clearly a well-constructed response to the questions asked. The evidence presented makes a compelling case for any conclusions drawn.

- **Grammar, Mechanics, Style, etc 20% of assignment =**

Degree to which writing is free of all spelling, punctuation, and grammatical errors and written in a style that enhances the reader's ability to follow ideas clearly. There are no sentence fragments and run-ons. The style of writing, tone, and use of rhetorical devices enhance the content. Additional information is presented to encourage and enhance understanding of the content

## **Examinations:**

**The Final exam:** Will be completed online in and may consist of T/F and M/C.

Refer to the schedule herein for the date of exam.

## **DISCLOSURES**

### **Veterans & Military:**

Veterans and active-duty military personnel (including reservists) with special circumstances are encouraged to communicate these, in advance if possible, to the instructor.

### **Syllabus:**

This syllabus is a guide and not a contract. It may change during the term as I attempt to provide the most useful learning experience possible. If things do not make sense, please contact me. As changes are made, I will announce them through Moodle or during class, as appropriate. **Not reading the syllabus or not keeping up to date on changes does not constitute a valid excuse for missing a change or deadline.**

## **STUDENT RESOURCES**

### **Center for Accessibility Resources:**

LBCC is committed to inclusiveness and equal access to higher education. If you have approved accommodations through the Center for Accessibility Resources (CFAR) and would like to use your accommodations in this class, please contact your instructor as soon as possible to discuss your needs. If you think you may be eligible for accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services. Online course accommodations may be different than those for on-campus courses, so it is important that you make contact with CFAR as soon as possible.

### **Roadrunner Resources:**

The Roadrunner Resource Center is here to help remove barriers that might prevent you from staying in school. The Center connects you to community resources to assist and/or provide funding for food insecurity, transportation issues, housing, and other needs. Go to the [Roadrunner Resources](#) website or call (541) 917-4877.

### **Personal Health & Well-Being Services:**

LBCC advisors support your life balance to achieve your goals and overcome obstacles. Counseling and mental health support is available through LBCC's Advising Center. For a comprehensive list of services and contacts go to <https://www.linnbenton.edu/student-services/advising/well-being.php>. You may also contact the center via email at [onlineac@linnbenton.edu](mailto:onlineac@linnbenton.edu), or call (541) 917-4780. **This phone number is also LBCC's mental health crisis line.**

### **Technology Services & Resources:**

The Student Help Desk at the LBCC Library assists students with most computer software-related issues and other technology problems or questions, from login problems related to LBCC's online systems to questions about course-related instructional software. You may also check out a laptop computer to use during the term.

For a comprehensive list of available services and resources, go to <https://www.linnbenton.edu/student-services/library-tutoring-testing/library/help-desk.php>. You may also contact the help desk at [student.helpdesk@linnbenton.edu](mailto:student.helpdesk@linnbenton.edu), text (541) 704-7001, or call (541) 917-4630.

To obtain your free Microsoft Office 365 software go to the library weblink and select the [Microsoft Office 365](#) link.

### **Tutoring:**

Tutoring is available via TutorTrac through The Learning Center at LBCC. Go to <https://www.linnbenton.edu/student-services/library-tutoring-testing/learning-center/tutoring/index.php> or email The Learning Center at [learningcenterinfo@linnbenton.edu](mailto:learningcenterinfo@linnbenton.edu).

### **Learner Support:**

The following are resources dedicated to help students succeed. All of the following are available remotely. Please reach out if you are struggling in any of your classes:

- [Writing Support](#)
- [Math Support](#)
- [Academic Coaching](#)
- [First Resort](#)
- [Student Help Desk](#)
- [Advising Center and Counseling Services](#)
- [Library Services](#)
- [International Student Office](#)

## **COLLEGE POLICIES**

### **LBCC EMAIL AND COURSE COMMUNICATION**

You are responsible for all communications sent via Moodle and to your LBCC email account. You are required to use your LBCC provided email account for all email communications at the College. You may access your LBCC student email account through Student Email and your Moodle account

### **STATEMENT OF INCLUSION / CULTURAL RICHNESS**

To promote academic excellence and learning environments that encourage multiple perspectives and the free exchange of ideas, all courses at LBCC will provide students the opportunity to interact with values, opinions, and/or beliefs different than their own in safe, positive and nurturing learning environments. LBCC is committed to producing culturally literate individuals capable of interacting, collaborating and problem-solving in an ever-changing community and diverse workforce.

## **LBCC COMPREHENSIVE STATEMENT OF NONDISCRIMINATION**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy 1015 in our [Board Policies and Administrative Rules](#). Title II, Title IX (employee cases), & Section 504: Scott Rolen, Director of Human Resource Development and Support, CC-108, 541-917-4425; Title IX (student cases): Jill Childress, Manager for Student Conduct and Retention, WH-215, 541-917-4806, LBCC, Albany, Oregon.

If you feel you have been discriminated against in any interaction at Linn-Benton Community College, or have been harassed by another person while at LBCC, or wish to report any concern or complaint, please navigate to this page to make a report: [linnbenton.edu/report-it](http://linnbenton.edu/report-it). This and additional information can be found at <https://www.linnbenton.edu/about-lbcc/administration/policies/equal-opportunity.php>.

### **TITLE IX REPORTING POLICY**

If you or another student are the victim of any form of sexual misconduct (including dating/domestic violence, stalking, sexual harassment), or any form of gender discrimination, LBCC can assist you. You can [report](#) a violation of our sexual misconduct policy directly to our Title IX Coordinator. You may also report the issue to a faculty member, who is required to notify the Coordinator, or you may make an appointment to speak confidentially to our Advising and Career Center by calling 541-917-4780.

### **PUBLIC SAFETY [Emergency Resources](#):**

In an emergency, call 911. Also, call LBCC Campus Security/Public Safety at 541-926-6855 and 541-917-4440. From any LBCC phone, you may alternatively dial extension 411 or 4440. LBCC has a [public safety app](#) available for free. We encourage people to download it to their cell phones. Public Safety also is the home for LBCC's Lost & Found. They provide escorts for safety when needed.

### ***Plagiarism***

Students at LBCC are expected to behave honestly. Acts of academic dishonesty, including plagiarism or cheating, are serious offenses. An instructor has the right to issue an "F" grade for the course when a student has cheated or plagiarized. Faculty are required to speak with the student, giving notice of the reason for the grade, and allow the student to be heard prior to a final decision. Faculty are also responsible for reporting all acts of dishonesty to the Dean of Student Development.



**INSTRUCTION SCHEDULE**  
**BA 222 - FINANCIAL MANAGEMENT CRN 33578 Winter 2023**

<b>WEEK</b>	<b>Week ending DATE</b>	<b>CHAPTERS / ACTIVITIES</b>
Week 1	4/9	<b>Mod 1 The Role of Human Resources</b> <b>Mod 2 Human Resource Strategy and Planning</b>
Week 2	4/16	<b>Module 3: Human Capital Trends, Analytics</b> <b>Module 5: Workforce Planning</b>
Week 3	4/23	<b>Module 4: Diversity in the Workplace</b>
Week 4	4/30	<b>Module 6: Recruitment and Selection</b> <b>Module 7: Onboarding, Training, and Developing Employees</b>
Week 5	5/7	<b>Module 9: Performance Management and Appraisal</b> <b>Module 10: Building Positive Employee Relations</b>
Week 6	5/14	<b>Module 11: Employee Termination</b> <b>Module 12: Employee Rights and Responsibilities</b>
Week 7	5/21	<b>Module 13: Union-Management Relations</b> <b>Module 14: Safety, Health, and Risk Management</b>
Week 8	5/28	<b>Module 8: Compensation and Benefits</b> <b>Module 15: Corporate Social Responsibility</b>
Week 9	6/4	<b>Module 16: Managing Global Human Resources</b>
Week 10	6/11	<b>Module 17: Managing Human Resources in Small &amp; Entrepreneurial Businesses</b>
	6/16	<b>Final Exam Review and Exam</b>

## **CHANGES TO THE SYLLABUS.**

**I reserve the right to change the contents of this syllabus due to unforeseen circumstances. You will be given notice of relevant changes in class, through a Moodle Announcement, or through LBCC e-mail**

**Not reading the syllabus or not keeping up to date on changes does not constitute a valid excuse for missing a change or deadline.**

### **Keys to Success in BA 224**

**The #1 key to success is to do the work.** Learning is doing.

#### **Also:**

- Read each assigned chapter before attempting assignments.
- Work through the example problems throughout the chapters. This practice will deepen your understanding of the subject matter and help with completing the homework.
- Check your email and Moodle daily. Check assignment due dates daily.
- Begin the homework assignments ahead of the due dates. **WILL NOT EXTEND DUE DATES DUE TO TECH ISSUES .**
- Grades are not curved.
- Late assignments are not accepted as Homework is reviewed in class.
- Make-up and extra credit work is not offered.
- Do not send assignments via email.
- Write out the homework assignments on paper before entering answers.
- **Utilize all of the tools.** It contains a plethora of study modules, tutorials, videos, and self-assessment tests.
- **DO NOT FALL BEHIND.** Ask questions if a concept or process is still not clear after checking resources.