

**Linn-Benton Community College**  
**BA 224: Human Resource Management (CRN 20384)**  
**ONLINE, 3 Credits, Fall 2023**

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**REQUIRED STUDENT RESOURCES**

**ONLINE BOOK- OPEN EDUCATION RESOURCES**

\$35 from the lab. If you purchase from the bookstore, there may be a small markup. **\*\*You will need to buy this to take the Quizzes starting in Week 1. The lab allows you to complete this purchase when you take the quiz for the first time\*\*** The lab is accessed through Moodle, and 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 for around ~\$31.00. 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.

**EXCEL ASSIGNMENTS-USING EXCEL (Free) – See page 4 for more information**

Using Excel is a core element in management and is commonly used in most industries today. The Excel tutorials integrated into this course was selected from numerous tutorials for its clarity, quality, ease of use, and accessibility. 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.

**NOTE: There are Excel assignments scheduled within this class. However, basic Excel is not taught in this course. It is your responsibility to access tutorials and other available resources to develop your project accordingly. Other resources can be Google, Microsoft.com, or**

**YouTube. Overall, the idea is for you to complete the tutorials so you get an understanding of the software, which you will apply when completing the Excel assignments assigned during this term.**

### **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:

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- 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.

### **GRADING**

This class is graded "A" through "F". Letter grades will be assigned according to the following table:

A 100 – 90%	B 89 – 80%
C 79 – 70%	D 69 – 60%
F Below 60%	

## Student Evaluation

Item	% of Final Grade	Notes
Lumen Quizzes	<b>15</b>	.88% x 17 each Chapter Quiz
Final Exam	<b>15</b>	15% x 1 Exam
Assignments	<b>35</b>	3.18% x 11 each Assignment
Discussions	<b>20</b>	1.18% x 17 Presentation on Simulation
Excel Assignments	<b>15</b>	1.875% x 8 for each Excel Assignment
Total	<b>100</b>	

**Note:** Online attendance is an essential element of your success in BA 224. Attendance will be taken by recording assignments by due dates/times within the Moodle classroom. Attendance is important because of the valuable management soft skills taught in class through classmate simulation. Every absence diminishes the quality of the lesson, and will also diminish the quality of your group's simulation. Each student is expected to assume responsibility for his or her fair share of the simulation. Each student will complete an anonymous evaluation of his or her group peers' contributions after the presentations and grade classmates on their presentations. Since your peer evaluations count for 9% of your final grade, regular attendance and contributions are an imperative element of your success. **Students who will not be able to successfully complete this course should withdraw prior to the end of the seventh (7<sup>th</sup>) week of the term to avoid receiving a failing grade.**

### LUMEN QUIZZES

There will be a quiz for each of the 17 Chapters. They are all open on the first day of classes. Each quiz will have multiple-choice and/or true-false questions. No Time limits, you are allowed two attempts on each quiz.

## **ASSIGNMENTS**

Assignments are required weekly. Assignments will vary by rubric but be graded on a 50-point scale. Grading Rubrics cover Grammar-Mechanics-Style, Development-Critical Thinking, Content, and Organization & Format. 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)

## **DISCUSSIONS**

Discussions are required weekly; Discussion **Posts are due on Fridays** and **two replies are due by Sundays**. Discussions are graded by having all posts and replies, being done on-time, and being focused on the prompt.

## **FINAL EXAM**

The final exam is due Tuesday of Week 11. The exam is comprehensive and will cover all the material in class. You will have 1 attempt and 1.5 hours to complete the exam. The exam requires you to complete the exam in one sitting and does not allow students to save and return later to finish the final. Be sure you are prepared to complete the final before starting. NO late submissions will be accepted.

## **EXCEL ASSIGNMENTS**

You will need to complete the excel tutorials to be able to complete each assignment. Excel tutorials should be completed in the first couple weeks of the course. All assignments are due on Sundays at 11:55pm of the due date on the class schedule and timetable. You must use a fully downloaded version of Microsoft Excel to complete these assignments.

### ***FILTERING DATA***

Working in HR the most common task is to drill down and filter an employee database

### ***TODAY***

Often, HR Professionals are required to calculate with reference to today's date, such as calculating age of an employee and length of service

### ***DATEDIF***

This function will help you calculate the number of days, months, or years between two dates. It is useful for knowing due dates of payments and benefits.

### ***COUNTIF***

This function comes in handy when you have tables containing employee data, with columns like Names, Department, Salary, etc. and you need it to count something based on a certain criteria...it saves you time when you have over 100 employees!

### ***SUMIF***

This function will help you in large tables of data when you wish to add something when the criteria is met, like calculating the total salary expense in each department or calculating the benefits for each employee based on criteria.

### ***DATA VALIDATION***

Creation of dropdown lists help to get very specific information, especially when it comes to issues that have an immediate impact on users. It simplifies data entry by backend users for training purposes and keeps reliability of HR services.

### ***VLOOKUP***

Excel function that allows you to look up data in a separate table. The focus of using it is to make the data analysis quick, which works well with large amounts of data. V stands for vertical for looking up and down a column.

### ***PIVOTTABLES***

Quick and easy reports made to help see information in a more transparent way. It is very common to sift through large amounts of information, analyze data, and produce reports on a regular basis in the HR Field. PivotTable really to help present the information in a more aesthetically pleasing manner.

## **SPECIAL ACCOMMODATIONS:**

You should meet with your instructor during the first week of class if:

1. You have a documented disability and need accommodations.
2. Your instructor needs to know medical information about you.
3. You need special arrangements in the event of an emergency.

If you have documented your disability, remember that you must make your request for accommodations through the Center for Accessibility Resources (CFAR) [Online Services webpage](#) every term in order to receive accommodations. If you believe you may need accommodations but are not yet registered with CFAR, please visit the [CFAR Website](#) for steps on how to apply for services or call 541-917-4789.

**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 P1015 in our [Board Policies and Administrative Rules](#). Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: [linnbenton-advocate.symplicity.com/public report](http://linnbenton-advocate.symplicity.com/public-report).

**CLASS SCHEDULE:**

<b>Week</b>	<b>Assigned</b>	<b>Topic</b>	<b>Due Date</b>
1	9/25/2023	Role of Human Resources (HR), Strategy and Planning	10/1/2023
2	10/2/2023	People Analytics & Human Capital Trends, Workforce Planning	10/8/2023
3	10/9/2023	Diversity in the Workplace	10/15/2023
4	10/16/2023	Recruitment & Selection, Onboarding, Training & Development	10/22/2023
5	10/23/2023	Performance Management, Appraisals, Employee Relations	10/29/2023
6	10/30/2023	Termination, Employee Rights & Responsibilities	11/5/2023
7	11/6/2023	Union/Management Relations; Safety, Health, & Risk Management	11/12/2023
8	11/13/2023	Compensation & Benefits, Corporate Social Responsibility	11/19/2023
9	11/20/2023	Global Human Resources	11/27/2023
10	11/27/2023	HR in Small & Entrepreneurial Business, The Future; FINAL EXAM OPENS	12/3/2023
11	11/27/2023	Final Exam DUE	12/5/2023