



**Final Exam: In Class Monday, December 01, 2025 6:00 PM – 9:10 PM**

### Basic Course Information

Term:	Fall 2025	Instructor Name:	Joe Silverman
Course Title & #:	Bus 145 (Human Resources Management)	IVC E-Mail:	<a href="mailto:Joe.Silverman@Imperial.edu">Joe.Silverman@Imperial.edu</a>
CRN #:	10641	Plan B E-Mail:	<a href="mailto:JoeTheEconGuy@Outlook.com">JoeTheEconGuy@Outlook.com</a>
Classroom:	2726	Office #:	809E
Class Days:	Monday Evening	Office Hours:	Monday – Thursday 2:00 PM – 4:00 PM
Class Dates:	August 11 – December 06, 2025	Zoom Office Hours Link: <a href="https://Imperial-edu.zoom.us/j/82782537763">https://Imperial-edu.zoom.us/j/82782537763</a>	
Class Meeting Times:	6:00 PM – 9:10 PM	Office	809E
Units:	3.0	Emergency Contact:	Andres Martinez <a href="mailto:Andres.Martinez@Imperial.edu">Andres.Martinez@Imperial.edu</a>
Degree or Certificate	Required course for associates degree or technical certificate in Business Management	Class Format:	Canvas Enhanced Face-to-Face

I monitor my e-mails and the Canvas Inbox on a daily basis, including **most** weekends. Please however, give me 36 hours to respond. If I haven't responded to your message in 36 hours, please by all means send me a follow up Inbox message or e-mail, and of course verify that the e-mail address you used to contact me was typed correctly.

### Course Description

Introduction to human resource management concepts and applications. Concepts covered include the following: The impact HR management has on the organization in terms of human resource activities, global human resource strategies, social and organizational realities, legal implications affecting people at work, union/non-union practices, comparable work, employee compensation and benefits, and employee rights. (CSU)

### Course Prerequisite(s) and/or Corequisite(s)

There are no prerequisites to register for BUS 145.

### Student Learning Outcomes

1. Explain the functions and activities of human resources management.
2. Identify and evaluate Federal and State employment laws applicable to management decisions.
3. Analyze workplace human resource needs for different types of organizations.

### Important Dates

**ADD DATE:** The last day to add or drop this class is 08-23-2025

**“W” DROP DATE:** The last day to drop this class to avoid receiving an “F” is 11-01-2025

## Course Objectives

1. Discuss legal and financial implications and human factors in making personnel decisions.
2. Describe the collective bargaining process.
3. Discuss the legal and procedural considerations involved in hiring, disciplining, and terminating employees.
4. Appraise the ethical impact of following and enforcing policies, rules, and procedures.
5. Compare and contrast various compensation and benefits packages.
6. Identify the differences between union and nonunion organizations, and describe the importance of union/management relations.
7. Discuss current legal and social ramifications of "downsizing" or "right-sizing" an organization.
8. Discuss the impact of globalization and diversity on human resource management.
9. Explain the process determining, developing and implementing employee training and development programs.

## Textbooks & Other Resources or Links

HR<sup>6</sup> with *MindTap*, 6 Edition, DeNisi, Angelo, Griffin, Ricky, Cengage. ISBN: 978-0-357-89938-0  
Students are required to use *MindTap* for online homework and assignments. If you buy a copy of the printed text please make sure that this purchase provides you with access to *MindTap*. Less expensive options are available to students by purchasing the e-text and *MindTap*, or purchasing *Cengage Unlimited*. We will be discussing e-text/printed textbook/homework platform options in class.

**Please access the e-text using the link provided in Module 00: Getting Started on the course's Canvas page.** Cengage is a publisher independent of Imperial Valley College. During the drop/add period, students will have no cost access to the e-text and *MindTap*. Purchasing the printed text is optional.

## Required and Recommended Technology and Supplies

Below is a list of supplies and/or technology that are helpful, recommended or required to be successful in this course.

Required	Access to a personal computer	Recommended	Pen(s) and Pencil(s)
Required	Internet access	Recommended	Notebook paper
Recommended	Access to computer printing	Required	Scantron (Form 882-E)
Required	E-Mail account	<b>Scantron or Grademaster forms</b> <b>will be required for quizzes and exams.</b>	

**NOTE: Even though this is a face-to-face course, students are expected to have access to a personal computer and a reliable Internet connection. Now that campus has re-opened, you may access the campus computers with T1 connections to the Internet. (The Learning Resource Center/Library should have computer workstations available to students.)**

**NOTE:** You may find some of recommended supplies useful for this course. For example, using paper and pencil to graph problems (questions) may lead you to the correct answer on a quiz or exam.

### Course Requirements and Instructional Methods

Grades are based on the individual student's accumulation of points for assignments. Even though scores will be posted on Canvas students are **highly encouraged** to **ACTIVELY** track their points accumulation throughout the course. The points for individual assignments are provided below.

NUMBER	ASSIGNMENT	POINTS EACH	TOTAL POINTS	PCT of GRADE
1	MindTap Homework <sup>1</sup>	125.00	125.0	12.5%
1	SLO Assignment	125.00	125.0	12.5%
1	Group Presentation	200.00	200.0	20.0%
8	Quizzes <sup>2</sup>	12.50	100.0	10.0%
2	Exams <sup>3</sup>	125.00	250.0	25.0%
<b>1</b>	<b>Comprehensive Final Exam<sup>4</sup></b>	<b>200.00</b>	<b>200.0</b>	<b>20.0%</b>
<b>GRAND TOTAL POINTS</b>			<b>1,000.0</b>	<b>100.0%</b>

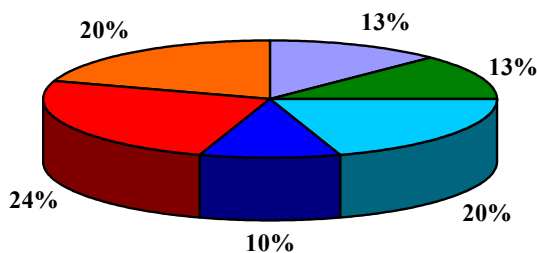
1 Students will receive 100 MindTap homework points for completing assignments by deadline.

2 Ten quizzes will be given, the top eight will be counted.

3 If a student misses an exam, for whatever reason, the points from the missed exam will be added to the final exam.

4 The final exam will be comprehensive on the last day of class, Monday, December 01, 2025.

**Points Table**



■ MindTap Homework1

■ SLO Assignment

■ Group Presentation

■ Quizzes2

■ Exams 3

■ Comprehensive Final Exam4

If you miss an exam, **for whatever reason**, the points from the missed exam will be added to your final exam, and no make-up exams offered. You will also be allowed to drop your two lowest quiz scores. If you miss up to two quizzes, those quizzes will count as your drop quizzes. Missed quizzes beyond the first two will count as zeros.

## Course Grading

Principles of Microeconomics is a grade only course. Measurable course objectives and minimum standards, are determined by the college, the economics department and the instructor. The grades table shown below is based on the approved student performance objectives established for this course, **without a curve**.

LETTER GRADE	INTERPRETATION	PCT	TOTAL POINTS	GRADE POINTS
A	Excellent	90.0%	900.0	4.0
B	Good	80.0%	800.0	3.0
C	Satisfactory Progress	70.0%	700.0	2.0
D	Passing - Less than Satisfactory	60.0%	600.0	1.0
<b>F</b>	<b>Failing</b>	<b>&lt;60.0%</b>	<b>&lt;600</b>	<b>0.0</b>

In the event a curve is needed, the break points between letter grades will be adjusted.

## Extra Credit

*“When you are through learning you’re through.”* John Wooden, Head Coach, UCLA Men’s Basketball  
*“Failing to prepare is preparing to fail.”* John Wooden, Head Coach, UCLA Men’s Basketball

Generally I do not offer extra credit because I have found that extra credit opportunities tend not to achieve the goal of helping students improve their grade. Please do not expect any opportunities for extra credit.

## Financial Aid

Your Grades Matter! In order to continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement. Making SAP means that you are maintaining a 2.0 GPA, you have successfully completed 67% of your coursework, and you will graduate on time. If you do not maintain SAP, you may lose your financial aid. If you have questions, please contact financial aid at [FinAid@Imperial.edu](mailto:FinAid@Imperial.edu).

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.Imperial.edu/StudentResources> or click the heart icon in Canvas.

## Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

## Course Policies

- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class, unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed by the instructor.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the [General Catalog](#).
- Children in the classroom: Due to college rules and state laws, only students enrolled in the class may attend; children are not allowed.
- When interacting online, students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, and (10) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!)].
- Plagiarism is taking and presenting as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to "cite a source" correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.
- Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action.
- All students are expected to create a profile in *MindTap* in the first week because there will be assignments in *MindTap* in this course, possibly including quizzes and exams. Creating a profile in *MindTap* does not cost a student anything out of pocket, so there is no excuse for not having created a profile by the end of the first week. Failure to establish a profile in *MindTap* is grounds for being dropped.
- No student will be allowed to make up past assignments because that student does not have access to necessary course material, including Canvas or *MindTap*. While this is a face-to-face class, students understand that they will need to have access to a computer to perform at least some of the assignments.
- High speed WiFi, computer workstations with high speed connections are available to all Imperial Valley College students in the library/learning center. Anyone lacking a computer, high speed internet or both should make arrangements to use the resources available to them in the library/learning center.



## Course Requirements

**Attendance:** “Eighty-five percent is just showing up.” Because this section is a Canvas enhanced face-to-face course, students are expected to attend class. Students with excess absences (approximately 2 missed classes) risk being dropped. In addition, if you miss a combination of more than four assignments you may be dropped for inactivity. Having said that, if you can no longer participate in this course, please drop yourself. At the end of the term, if I have not dropped you (for whatever reason), and you have completed few assignments, the letter grade you earned will be based on your performance on the few assignments you have completed. I have no way of issuing anything other than an evaluative (letter) grade in *WebStar* at the end of the semester.

**Makeups:** There will be NO MAKEUPS!!!! This is a Canvas enhanced face-to-face course where students are provided with ample time to take **any** online assignments (quizzes and exams). Online assignments will be available for students to take over a period of 3 days (72 hours) that often includes a Saturday. Under these circumstances there is very little reason for students to miss an online assignment. The two exams and a comprehensive final exam will cumulatively count for 45% of your grade. The remainder of your grade will be determined by online quizzes (10%), *MindTap* homework (12.5%) the SLO Assignment (12.5%), and a group presentation (20%). If you miss one exam, your exam score will be determined by your score on the remaining exam and the final exam. (The points for the first missed exam will be rolled into the points on the final.) If you miss a second exam, you will receive a zero on that exam, but the points for that exam will NOT be rolled into your final exam.

## Disabled Students Program and Services (DSPS)

Imperial Valley College is committed to providing its students with access to education. If you have documented special need that affects your learning or performance on exams or papers, you will need to contact the Disabled Students Program and Services (DSPS) or the office of the Americans with Disabilities Act (ADA) Coordinator within the first week of class.

Please also self-identify yourself to me within the first two weeks, so I can also work with you.

A representative of Disabled Students Programs and Services can be reached at:

Voice: 760-355-6434 (DSPS)  
760-355-6314 (ADA Coordinator)  
Hours: 8:00 AM – 5:00 PM  
E-Mail: [DSPS@ImperialValley.edu](mailto:DSPS@ImperialValley.edu)  
Internet: <https://www.Imperial.edu/students/dsps/index.html>

The DSPS office will help you determine what accommodations are available for you. If you are requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

## Anticipated Class Schedule

**(MATERIAL AND SEQUENCE OF COVERAGE IS SUBJECT TO CHANGE)**

LECTURE	TOPIC(S)	CHAPTER
01	The Nature of Human Resource Management	01
02	The Legal Environment	02
03	The Global Environment	03
04	The Competitive Environment	04
<b>EXAM 1</b>		
05	Information for Making Human Resource Decisions	05
06	Human Resource Decision-Making Organizations	06
07	Recruiting, Selecting, Training and Developing Employees	07
08	Diversity, Equity and Inclusion for a New Workforce	08
09	Compensation and Benefits	09
10	Performance Appraisal and Career Management	10
<b>EXAM 2</b>		
11	Managing Labor Relations	11
12	Safety, Health, Well-Being and Security	12
13	Motivation at Work	13
14	Managing and Enhancing Performance: The Big Picture	14
<b>COMPREHENSIVE FINAL EXAM</b>		

## Anticipated Assignment Calendar

**(MATERIAL AND SEQUENCE OF COVERAGE IS SUBJECT TO CHANGE)**

Bus 145 (10641) Human Resource Management - Fall 2025				
Monday Nights				
	Monday	Tuesday	Wednesday	Thursday
AUGUST	11 Intro Class	12	13	14
	18 Quiz 01	19	20	21
	25 Quiz 02	26	27	28
SEPTEMBER	01 Labor Day	02	03	04
	08 Quiz 03	09	10	11
	15 <b>Exam 01 (Chapters 1 - 4)</b>	16	17	18
	22 Quiz 04	23	24	25
OCTOBER	29 Quiz 05	30	01	02
	06 Quiz 06	07	08	09



## Anticipated Assignment Calendar (Continued)

**(MATERIAL AND SEQUENCE OF COVERAGE IS SUBJECT TO CHANGE)**

Bus 145 (10641) Human Resource Management - Fall 2025				
Monday Nights				
	Monday	Tuesday	Wednesday	Thursday
OCTOBER	13  Quiz 07	14	15	16
	20  Quiz 08	21	22	23
	27  <b>Exam 02 (Chapters 5 -10)</b>	28	29	30
NOVEMBER	03  Quiz 09 Group Presentations	04	05	06
	10 VETERANS DAY	11	12	13
	17  Quiz 10 Group Presentations	18	19	20
	24	25	26	27 Thanksgiving
DECEMBER	01  <b>FINAL EXAM</b>	02	03	04