



Basic Course Information

Semester:	Fall 2024	Instructor Name:	Guillermo Salgado
Course Title & #:	BUS 145 Human Resources Management	Email:	Guillermo.salgado@imperial.edu
CRN #:	10641	Webpage (optional):	n/a
Classroom:	2726	Office #:	Building #100 / Counseling Center
Class Dates:	August 12 - December 7	Office Hours:	M & TH 5:00pm – 6:00pm
Class Days:	Monday	Office Phone #:	760-355-5746
Class Times:	6:00pm – 9:10pm	Emergency Contact:	760-554-9081
Units:	3	Class Format/Modality:	In-Person

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)

none

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

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.

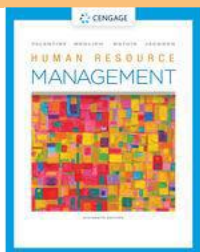
Course Objectives

Upon satisfactory completion of the course, students will be able to:

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

Textbooks & Other Resources or Links



Human Resource Management, 16th Edition Sean Valentine | Patricia Meglich | Robert L. Mathis | John H. Jackson ISBN-10: 035703385X | ISBN-13: 9780357033852 © 2020

Course Requirements and Instructional Methods

Method of Evaluation:	Instructional Methodology:
Class Activity	Audio Visual
Exams: Midterm & Final	Demonstration
Problem Solving Exercise	Discussion
Skill Demonstration	Group Activity
Written Assignments	Lecture & Simulation/Case Study

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirements.

Course Grading Based on Course Objectives

Grading Scale:

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 0-59%

TOTAL OF 5,000 POINTS: 100%

Discussion Questions: 15 in total, valued at 100 points each. A total of 1,500 points: **30%**

Assignments: 15 in total, valued at 100 points each. A total of 1,500 points: **30%**

Exams: 3 Exams, valued at 500 points each. A total of 1,500 points: **30%**

Participation: Attend a minimum of 10 sessions, & actively engage in discussions, 50 per session at 500 points: **10%**

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.

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another's work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- 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, discussion question, 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. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

Course Policies

In-Person attendance is not marked by your physical presence in a classroom, but rather by your participation and engagement with the course activities and assignments.

This course is designed to take about 6 hours per week (on average).

Please plan to:

Set aside time each week to view all module materials and submit required work

Log in regularly each week to check for announcements, grades, messages, and comments.

Participate in online discussions and respond thoughtfully to your peers.

Drop Policy:

During the first week: Complete your first Discussion Question by Saturday 11:59 p.m. to mark your attendance and secure your spot. If you do not complete the first mandatory activity or Discussion Post by end of Week 1, you may be dropped. If you are unable to attend the first class session, then this policy is very



important and should apply to you, as it will be the sole method of holding onto your classroom seat and may prevent you from being dropped Either way, contact your Instructor if you cannot attend Week 1.

It is the student's responsibility to drop or officially withdraw from the class.

Excessive absences may result in an administrative drop, with instructor dropping student (3 absences in a row without any notification from student).

Late Work:

Absolutely NO late work. I will not accept late assignments, discussions, responses, tests, group assignments etc.

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.

Anticipated Class Schedule/Calendar

[Provide a tentative overview of the readings, assignments, tests, and/or other activities for the duration of the course. A table format as in the example below may be used for this purpose.]

Anticipated Class Schedule/Calendar

Date or Week	Topic	Assignments	Due Dates/Tests	Points
Week 1 August 12	Syllabus Introduction	Introduction (minimum one page).	Introduction (Discussion Post) due by August 17, Saturday at 11:59pm. Submit in person or via CANVAS. <i>*All assignments, every week, due by Saturday at 11:59p.</i>	Introduction 100 pts
Week 2 August 19	Chapter 1: Human Resource Management in Organizations	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 1 assignment	*Discussion Question (Original Post) Due Aug. 24. *DQ Responses due Aug. 26. *Ch. 1 assignment due Aug. 26 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 3 August 26	Chapter 2: Human Resource Strategy and Planning	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 2 assignment	*Discussion Question (Original Post) Due August 31 st *DQ Responses due Sept. 2nd	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.



Date or Week	Topic	Assignments	Due Dates/Tests	Points
			*Ch. 2 assignment due Sept. 2nd No class session next week.	
Week 4 September 2 State Holiday	Chapter 3: Equal Employment Opportunity	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 3 assignment	*Discussion Question (Original Post) Due Sept. 7 th *DQ Responses due Sept. 9 th *Ch. 3 assignment due Sept. 9 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 5 September 9	Chapter 4: Workforce, Jobs, and Job Analysis	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 4 assignment	*Discussion Question (Original Post) Due Sept. 14 *DQ Responses due Sept. 16 th *Ch. 4 assignment due Sept. 16 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 6 September 16	Chapter 5: Individual/Organization Relations and Retention	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 5 assignment	*Discussion Question (Original Post) Due Sept. 21 *DQ Responses due Sept. 23 *Ch. 5 assignment due Sept. 23 th *EXAM #1 , due during class, or by Saturday, 11:59pm via Canvas Quizzes Tab.	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts. *EXAM #1 CH. 1 - 4 : 500 POINTS.
Week 7 September 23	Chapter 6: Recruiting /High-Quality Talent	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 6 assignment	*Discussion Question (Original Post) Due Sept. 28 th *DQ Responses due Sept 30 *Ch. 6 assignment due Sept 30	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 8 September 30	Chapter 7: Selecting Human Resources	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 7 assignment	*Discussion Question (Original Post) Due Oct. 5 th *DQ Responses due Oct. 7 th *Ch. 7 assignment due Oct. 7 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 9 October 7	Chapter 8: Training Human Resources	*Discussion Question (150-200 words) &	*Discussion Question (Original Post) Due Oct. 12 th	*Discussion Question &

Date or Week	Topic	Assignments	Due Dates/Tests	Points
		two Responses (50 words minimum) *Ch. 8 assignment	*DQ Responses due Oct. 14 th *Ch. 8 assignment due Oct. 14 th	Responses : 100 pts. *Assignment: 100 pts.
Week 10 October 14	Chapter 9: Talent, Careers, and Development	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 9 assignment	*Discussion Question (Original Post) Due Oct. 19 *DQ Responses due Oct. 21 rd *Ch. 9 assignment due Oct. 21 rd	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 11 October 21	Chapter 10: Performance Management and Appraisal	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 10 assignment	*Discussion Question (Original Post) Due Oct. 26 th *DQ Responses due Oct. 28 th *Ch. 10 assignment due Oct. 28 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 12 October 28	Chapter 11: Total Rewards and Compensation	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 11 assignment *EXAM #2, CH. 5-10.	*Discussion Question (Original Post) Due Nov. 2 rd *DQ Responses due Nov. 4 th *Ch. 11 assignment due Nov. 4 th *EXAM #2 , due during class, or by Saturday, 11:59pm via Canvas Quizzes Tab.	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts. *EXAM #2 CH. 5 - 10 : 500 Points.
Week 13 November 4	Chapter 12: Managing Employee Benefits	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 12 assignment *Ch. 12 test	*Discussion Question (Original Post) Due Nov. 9 th *DQ Responses due Nov. 11 th *Ch. 12 assignment due Nov. 11 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 14 November 11 State Holiday	Chapter 13: Risk Management and Worker Protection	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 13 assignment *Ch. 13 test	*Discussion Question (Original Post) Due *DQ Responses due Nov. 16 th *Ch. 13 assignment due Nov. 18 th	*Discussion Question & Responses : 100 pts. *Assignment: 100 pts.
Week 15 November 18	Chapter 14: Employee Rights and Responsibilities.	*Discussion Question (150-200 words) &	*Discussion Question (Original Post) Due Nov. 30	. *Discussion Question &



Date or Week	Topic	Assignments	Due Dates/Tests	Points
		two Responses (50 words minimum) *Ch. 14 assignment	*DQ Responses due Dec. 2 th *Ch. 14 assignment due Dec. 2 th	Responses : 100 pts. *Assignment: 100 pts.
Week 16 November 25 Thanksgiving	No school	No New reading material or assignments. Prepare for Exam #3	Prepare for Exam #3, next week.	Prepare for Exam #3: Next week.
Week 17 December 2	Chapter 15: Union Management Relations	*Discussion Question (150-200 words) & two Responses (50 words minimum) *Ch. 15 assignment *EXAM #3: due during class, or by Saturday, 11:59pm via Canvas Quizzes Tab.	*Discussion Question (Original Post) Due Dec. 7 st *DQ Responses due Dec. 9 th *Ch. 15 assignment due Dec. 9 th EXAM #3: In class during last class session, on December 2.	*EXAM #3 CH. 11 – 16: 500 points.

*****Subject to change without prior notice*****