



MARTIN V. SMITH  
SCHOOL of  
BUSINESS &  
ECONOMICS

*California State University Channel Islands*

*Human Resource Management  
MGT 421-2491, Fall 2023*

INSTRUCTOR: Susan A. Block                      CLASS: Fully Online via Canvas

PHONE: 805-698-1000

E-MAIL: [block@blockbowman.com](mailto:block@blockbowman.com)

OFFICE HRS: Please email and or text to schedule a Zoom or phone appointment. 805-698-1000 or [block@blockbowman.com](mailto:block@blockbowman.com). I am available always on Mondays and Wednesdays from 8-noon but can easily accommodate requests at other times.

**Course Description:**

Human Resource management is a central function of any organization. The single most valuable asset of a firm is its employees, and payroll is about half of an organization's operating budget. HR management can be defined as the effective use of human capital in an organization through the management of people-related activities. It involves leadership, values, employment planning, recruiting and selecting employees, training and compensating them, and evaluating their performance. It also significantly influences the corporate culture and norms. There are also important HR legal frameworks that all people operating in the business world should know.

The purpose of this course is to familiarize students with the basic principles and techniques of human resource management. The course takes a practical view and not everyone who takes this course will become a human resource professional. They will, however, gain important knowledge and skills for future roles as a manager, entrepreneur and/or employee.

A basic understanding of human resource management is essential you start your own business or work in a government agency, financial services, hospital, high technology industry, retail, educational institution, or other type of organization. A key objective of this course is to show that HR management is more than just accepting employment applications and keeping records; it is a central and strategic organizational activity of increasing complexity and importance.

## COURSE OBJECTIVES

. By the end of the course the student will be able to:

- Appreciate the importance of human resource management as a central management function;
- Understand the performance,, motivational and legal implications of human resource management
- Know the elements of the HR function (e.g. – recruitment, selection, training and development, etc.) and be familiar with each element’s key concepts & terminology; and
- Apply the principles and techniques of human resource management gained through this course to the discussion of major personnel issues and the solution of typical case problems.

### **Topics covered include:**

- Characteristics of HR Management
- Developing planning objectives for HR Management
- Challenges and Benefits of Remote Workers
- Technology in HR Management
- Legal Issues and Compliance
- Diversity
- Unions
- Safety, Health and Employee Assistance Programs
- Delegating, Coaching and Mentoring
- Motivating, Developing and Empowering Employees
- Dealing with Difficult Employees and Interviewing
- Evaluating Performance and Setting Performance Guidelines and Goals

### **Textbook**

Managing Human Resources, 12th Edition By Wayne Cascio

ISBN10: 1260681351

ISBN13: 9781260681352

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### **Grading Rubric:**

Class Participation (Required Posts)	15%
Class Assignments	15%
Midterm Exam	25%
Final Exam	20%
Case/Paper	<u>25%</u>
	100%

### **Dates to Remember:**

September 2-4 – Labor Day – No Class

### **Ethics:**

Everyone is expected to do their own work except if collaborating on a group assignment. By enrolling at CSU Channel Islands, students are responsible for upholding the University’s policies and the Student Conduct Code. Academic integrity and scholarship are values of the institution that ensure respect for the

academic reputation of the University, students, faculty, and staff. Cheating, plagiarism, unauthorized collaboration with another student, knowingly furnishing false information to the University, buying, selling or stealing any material for an examination, or substituting for another person may be considered violations of the Student Conduct Code (located at <http://www.csuci.edu/campuslife/student-conduct/academic-dishonesty.htm>). If a student is found responsible for committing an act of academic dishonesty in this course, the student may receive academic penalties including a failing grade on an assignment or in the course, and a disciplinary referral will be made and submitted to the Student Conduct & Community Responsibility office. For additional information, please see the faculty [Academic Senate Policy on Academic Dishonesty](#), also in the CI Catalog. Please ask about my expectations regarding academic dishonesty in this course if they are unclear. Please also refer to the following document from UC Davis to help students distinguish between collaboration and plagiarism: <http://www.academicintegrity.org/icai/assets/unauthorizedcollaboration.pdf>.

**CSUCI Disability Statement:**

If you are a student with a disability requesting reasonable accommodations in this course, please visit Disability Accommodations and Support Services (DASS) located on the second floor of Arroyo Hall, or call 805-437-3331. All requests for reasonable accommodations require registration with DASS in advance of need. You can [apply for DASS services here](#). Faculty, students and DASS will work together regarding classroom accommodations. You are encouraged to discuss approved accommodations with your faculty.