

Personnel and Organizational Management

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Textbook:

The textbook will be provided by the University. I will send you an e-version for your convenience.

Grading:

- ◆ 20% classroom attendance and participation: including being in class, being on time, not leaving early, assignments (in-class and take home), and assisting your professor.
- ◆ 30% Mid-term exam: this will cover the first half of the course.
- ◆ 50% Final exam: this will cover the last half of the course.

Introduction:

Human Resource management is a central function of any organization. Generally, 50 percent or more of an organization's operating budget is used to pay the people who work there. 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.

The general purpose of MGMT E-4240 is to familiarize students with the basic principles and techniques of human resource management. The course takes a practical view that integrates the contributions of the behavioral sciences with the technical aspects of implementing the HR function in the 'real world.' Certainly, not everyone who takes this course will become a human resource professional, although they will learn a great deal about those roles. Indeed, for many students this course will be the only HR course they take. However, all managers, no matter what their specialization, play an integral role in carrying out HR policies and practices in their organization – and they have to deal with their organization's human resources department.

Thus, a basic understanding of human resource management is essential whether the student works 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:

These broad intentions can be defined more precisely through an examination of the course's specific objectives. By the end of the course the student will be able to:

1. Appreciate the importance of human resource management as a field of study and as a central management function;
2. Understand the implications for human resource management of the behavioral sciences, government regulations, and court decisions;
3. 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
4. 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.

Schedule:

Weeks 1-2: Chapter 1 Human Resource Management: An Overview

Weeks 3-4: Chapter 2 Business Ethics and Corporate Social Responsibility

Weeks 5-6: Chapter 3 Equal Employment Opportunity, Affirmative Action, and Workforce Diversity

Week 7: Mid-term review and study week

Week 8: Mid-term Exam

Weeks 9-10: Chapter 4 Strategic Planning, Human Resource Planning, and Job Analysis

Weeks 11-12: Chapter 5 Recruitment

Weeks 13-14: Chapter 6 Selection

Week 15: If a class falls on holiday this week will be used as a catch up week

Week 16: Final Exam Review

Week 17: Final Exam