

**LAKE AREA TECHNICAL INSTITUTE
MARKETING/MANAGEMENT/SALES
SYLLABUS**

Course: BUS 170 – Human Resources Management

Credits: 3

Course Description: An introduction to the concepts of human resource management and an overview of how important human resource management is to firms today as they enter the 21st century.

Required Text: *Human Resource Management*, 9th edition, Mathis and Jackson, Southwestern Publishing

Course Objectives: By the end of the course, students should be able to:

- Identify how firms gain sustainable competitive advantages through people.
- Explain the impact of information technology on managing people.
- Provide examples of the roles and competencies of today's HR managers.

Course Policies: Attendance and participation are required. If a student misses in excess of five class hours, he/she will be dropped from the class. Students are responsible to read assigned chapters before class. There will be chapter exams given during the semester. The student will have two weeks to make up any missed exams.

Teams will be formed at the beginning of the semester and students will participate with other team members to develop a Power Point training session. The training session will be presented to the class who will represent the *employees* of a company and the team is the *HR department* conducting the training. Students will hand in a copy of the training manual to their instructor and keep a copy for their portfolio. The manual will include printouts of the PowerPoint slides (minimum of 30 slides) copy of activities, training evaluations, and any other additional information presented to the class.

A series of videos will be shown relating to topics discussed in various chapters of the text. Students will type a two-page summary of each video presentation. These are due no later than one week following the video presentation.

Grading Scale: A = 94%-100% B = 87%-93% C = 80%-86% F = below 80%

Exams	40 points
Video	20 points
Summaries	
Training Session	100 points
Work Sheets	10 points