

**School of Business  
Golden Gate University – Monterey**

Mgmt. 346 (Human Resources Mgmt.)  
William J. Woska, J.D.

Fall 2007  
6:00 p.m. – 8:40 p.m.

**Course Description**

This course is a comprehensive review of Human Resource Management (HRM) with emphasis upon the impact of federal and state legislation and court decisions on human resources activities including recruitment, selection, job analysis, equal employment opportunity, compensation, and training and development. Also included is the study of labor/management relations and the collective bargaining process.

**Course Objectives**

- To provide an overview of the field of HRM.
- To provide students with a better understanding of employment and labor laws affecting HRM.
- To provide an understanding of the roles and responsibilities of HRM professionals.
- To introduce students to job analysis and its significance in management of human resources.
- To examine the value of training and development as it relates to workplace effectiveness.
- To expose students to HRM policy issues affecting the workplace.
- To provide a practical understanding of HRM through case studies and/or practice exercises.
- To examine the impact of collective bargaining on HRM policies and practices.

**Required Classroom Material**

*Managing Human Resources – Through Strategic Partnerships*, Ninth Edition,  
Susan E. Jackson & Randall S. Schuler, Thompson/South-Western, 2006.

**Requirements and Grading**

1. 10% - Written assignments (case studies).
2. 20% - Midterm examination.
3. 35% - Term project.
4. 35% - Final examination.

### **Contacting the Instructor**

Telephone – 831-917-0553

E-mail – [wwpw@comcast.net](mailto:wwpw@comcast.net)

### **Teaching Methods**

Course presentation includes the use of audio visual resources (overhead transparencies, Power Point programs, video cassettes) to supplement lectures, group discussions, case studies, and HRM related exercises. Student presentations will be made addressing term projects. Team competition may be included, depending upon class size.

### **Knowledges, Skills, and Abilities**

Upon completion of the course, students should acquire:

1. Knowledge of the HRM activity and its relationship to the organization.
2. Knowledge of HRM issues impacting the workplace.
3. Knowledge of California legislation impacting HRM.
4. Knowledge of federal legislation impacting HRM.
5. Knowledge of labor/management relations practices and policies.
6. Ability to identify HRM issues when analyzing case studies.
7. Skill and greater sensitivity in addressing HRM situations.

### **Instructor Biography**

30 years of experience as an administrator including 15 years as a human resources director and eight years as the chief executive and assistant chief executive for a public utility. Chief labor negotiator responsible for all aspects of labor/management relations.

Adjunct faculty member with several colleges and/or universities including the University of California, San Diego State University, Golden Gate University, and Saint Mary's College, Moraga. Courses taught included contracts, labor, business, and employment law classes in addition to human resources management and labor/management relations.

Published in many professional journals including *The Labor Law Journal*, *Public Administration Review*, *Lincoln Law Review*, *Public Personnel Management*, *Police Chief*, and *Labor Relations News*.

### **Academic Integrity Policy**

Academic integrity means doing academic work in a manner that strives to achieve the learning objectives your courses have set out for you. It means that you follow the rules and procedures prescribed by your instructors so that you acquire the skills and knowledge your courses are designed to give you. It means that you engage in ethical practices in taking tests and doing assignments and that you respect intellectual property rights by fully disclosing sources of information that appear in your papers and presentations.

Academic integrity pays off by ensuring that you get the education you are working and paying for. Academic integrity maintains the good reputation of the University and guarantees the value of your education. For more information please go to:[http://www.ggu.edu/student\\_services/student\\_life/griffin\\_student\\_handbook/policy\\_academic\\_honesty](http://www.ggu.edu/student_services/student_life/griffin_student_handbook/policy_academic_honesty)

### **Class Sessions and Assignments**

Note: All case studies are written assignments due on the evening when reviewed.

<u>Week</u>	<u>Date</u>	<u>Topic</u>
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1	Sept. 6	Overview of course.  Review syllabus.  Review term project requirements.  Review written assignment requirements.  Introduction to Human Resources Management:  Chapter 1 – pp. 1 – 37.  Chapter 2 – pp. 39 – 77
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<u>Week</u>	<u>Date</u>	<u>Topic</u>
2	Sept. 13	Legal Compliance and Fair Treatment  Chapter 3 – pp. 81 – 125.  Case Study – pp. 121 – 122.
3	Sept. 20	Workplace Privacy  Drugs and Alcohol
4	Sept. 27	Sexual Harassment  Team Competition  Exercise – Arbitration #1
5	Oct. 4	Recruitment and Selection
6	Oct. 11	Job Analysis/Validation  Chapter 5 – pp. 173 – 213.  Case Study – pp. 207 – 210.  Chapters 6 and 7 – pp. 215 – 307.  Case Study – pp. 301 – 303.  Exercise.
7	Oct. 18	Training and Development  Chapter 8 – pp. 309 – 359.  Case Study – pp. 355 – 356. Midterm Examination

<u>Week</u>	<u>Date</u>	<u>Topic</u>
8	Oct. 25	Total Compensation  Chapter 9 – pp. 361 – 405.  Case Study – pp. 402 – 403.
9	Nov. 1	Measuring Performance  Chapter 10 – pp. 407 – 451.  Case Study – 448 – 449.  Exercise.
10	Nov. 8	Merit/Incentive Pay  Chapter 11 – pp. 453 – 499.  Fair Labor Standards Act  Case Study – pp. 495 – 496.
11	Nov. 15	Supplemental Benefits  Chapter 12 – pp. 501 – 537.  Case Study – pp. 534 – 535.
12	Nov. 22	Thanksgiving
13	Nov. 29	Workplace Safety  Chapter 13 – pp. 539 – 575  Preventing Workplace Violence.

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| 14 Dec. 6  | Labor/Management Relations<br><br>Chapter 14 – pp. 577 – 615.<br><br>Exercise – Arbitration #2.<br><br>Negotiation exercise. |
| 15 Dec. 13 | Term Project Presentations<br><br>Review   |
| 16 Dec. 20 | Final Examination  |