BUS2991 Human Resources II
Course Syllabus

COURSE REQUIREMENTS
This course expounds on ideas contained in previous business courses. Previous courses are not a prerequisite to taking this course. All students are eligible to enroll.

COURSE DESCRIPTION
The most important asset in a company isn't it's buildings, equipment, products or cash reserves. A company's most valuable resource is its people. Human Resource Management taps into this resource and organizes and directs people in order to benefit a company.

In this course, the student will gain an overview of Human Resources. They will learn the skills needed of a HR professional. They will discuss some of the challenges faced by HR professionals and the strategies that can be used to overcome them.

LEARNING OBJECTIVES
Human Resources II will familiarize the student with the general practice and function of Human Resources in a company. It will detail the expertise needed in order to qualify as an HR professional and allow students to analyze human resource-related issues with a goal of resolving conflict. By the end of this course the student will understand:
- The overall function and responsibilities of Human Resources
- The role of human resources in recruitment
- How human resources is involved in evaluating and assessing employees
- How to develop a training program
- The role of human resources in health and safety, managing diversity and labor relations
- The qualities and skills needed by an HR professional
- The challenges faced in human resources and how they can be resolved

ATTENDANCE
Attendance is mandatory for all students. Excellent attendance is imperative for mastery and application of the information dispensed. Whether you are sitting at a desk in a classroom or attending via Skype, your attendance is vital to your success. Late arrivals are distracting and disrespectful. Please refrain from being tardy.
Grades will be affected by absences and tardiness. Participation in class is a prerequisite. You learn from lectures, discussions and presentations.

CLASSROOM BEHAVIOR
Students are expected to treat all persons with respect. We should all conduct ourselves in a courteous and responsible manner. Be considerate, you can disagree, don't insult.

Please set all your electronic devices to silent during class so as not to be a disturbance to others in the class.

TUTORIAL ASSISTANCE

We maintain an open-door policy for our students. We are absolutely willing to discuss any matter that may arise during the course. If you have any questions, problems, or need help with the course material, we urge you to reach out as soon as the issue arises. If you want to contest a grade, you must do so within 48 hours and put it in writing. Please ask your student advocate for help. If you do not have a student advocate send an email to: tutordept@usilacs.org.

NON-DISCRIMINATORY STATEMENT

All students regardless of age, race, gender, religion, physical disability, class, etc., shall have equal opportunity without harassment in this course. Any problems with or questions about harassment can be discussed confidentially via email at: hr@usilacs.org.

DRESS CODE

For students enrolled who are attending in a classroom or via Skype, please be sure you are dressed modestly and respectfully. Please refer to www.merriam-webster.com/dictionary/business%20casual. NO short shorts or skirts. Avoid low-cut tops. We want to present ourselves in a dignified manner at all times.

NETIQUETTE

- Always read through all the comments of the class before responding. This will avoid duplicating comments or questions asked.
- Avoid language that could be offensive. All profanity is strictly prohibited. Remember that using all caps when replying online signifies shouting. This would be rude and combative.
- Be sensitive to the fact that there will be fellow students from all parts of the world with many differing backgrounds and languages. Remember that slang and idioms will most likely be misconceived and/or misinterpreted. These should be avoided.
- Respect others views or opinions.
- Be thoughtful of the privacy of others. Ask permission before sharing email addresses or other personal information.
- Do not forward inappropriate material such as: virus warnings, chain letters, jokes, etc. The sharing of pornographic material is strictly prohibited.
- Use good spelling and grammar. Avoid using texting shortcuts.
- Strive to compose your comments in a positive, supportive and constructive manner at all times.

Any of these offenses will be dealt with by the school disciplinary committee.

ADA ACCOMMODATIONS

All reasonable accommodations will be provided for students with disabilities. Any student attending USILACS who needs an accommodation due to a chronic challenge

(i.e. blindness, deaf or hard of hearing, mobility issues, psychological, or learning disability), register with:

USILACS Registrar's Office
1221 Brickell Ave.
Miami, FL 33131
1-305-330-2202
registrarsoffice@usilacs.org

ACADEMIC DISHONESTY/CHEATING
We encourage collaborating with others, either in person or online, to study and learn. When you complete your assignments or your exams, however, the wording has to be your own.

Plagiarism is the theft of someone else's work and ideas. You are permitted to cite or even quote someone else, however you must properly cite them. There are two accepted ways of doing this. They are known as Modern Language Association (MLA) or American Psychological Association (APA). You can visit www.citationmachine.net for help in correctly citing information.

As a school that strives to maintain high moral standards, we strongly caution our students to be ethical and honest. Endeavor to be honest in conducting yourself in regard to any coursework you accomplish or exams you may take. Cheating is a dishonest practice.

REFERENCE MATERIALS
The vast majority of textbooks are outdated by the time they are published. USILACS education programs are not based upon outdated printed textbooks. USILACS programs are based on the most accurate and reliable knowledge available; specifically, up-to-date vetted internet-based information.

For those who would like some reference or Internet search recommendations, we would recommend the following:

Management Study Guide . Human Resource Management and Development (online).
(2019) Organizational Behavior. OpenStax
(2019) Principles of Management. Chapter 11: Human Resource Management. OpenStax
(2016) Human Resource Management. University of Minnesota Libraries Publishing
 (2012) Human Resource Management. Saylor.

MINIMUM REQUIRED SUPPLIES
All students will need all of the following:
- Computer with camera, microphone, and speakers.
- Skype installed on the computer with an active Skype account.
- Internet

- Printer
- Notebook paper
- Pens/pencils

If the student does not have a computer or internet, there will be some available for use at the school in the computer lab.

GRADING SYSTEM

There will be three tests throughout the course. Each test will count for 33.3% of the final grade.

Grade	Percentage	Grade Point
A+	99	4.0
A	97	3.8
A-	94	3.7
B+	89	3.3
B	85	3.0
B-	81	2.7
C+	77	2.3
C	73	2.0
C-	69	1.7
D	66	1.0
F	59	0.0

All students must earn at least a "D" in order to pass the class.

ASSIGNMENTS

Table Outline -
Using a table outline the function and responsibilities of the Human Resources Department in a company.

Performance Review -
Write a performance review of a prototypical employee. Highlight positive areas of work and areas of improvement. Use concrete metrics and specific examples.

Video Demonstration -
Choose a Human Resource challenge or employee problem and research the best way to manage it. Using a cell phone. produce a 5-minute video demonstration on how to handle the situation.

WEEKLY ASSIGNMENTS

Week 1	Overview of course and coursework Introduction: Focusing on the Most Important Asset
Week 2	Overview of Human Resources
Week 3	Function and Responsibility of Human Resources
Week 4	Recruitment Strategies *Table Due*

Week 5	Video review and Exam
Week 6	Developing Training Programs
Week 7	Evaluating and Assessing Employees
Week 8	Labor Relations *Performance Review Due*
Week 9	Video review and Exam
Week 10	Implementing Health & Safety and Diversity policies
Week 11	Human Resource Management Skills
Week 12	Interpersonal Challenges and Conflict Resolution *Video Due*
Week 13	Video review and Final exam