

**BUSINESS ADMINISTRATION**  
**BUS 340 HUMAN RESOURCE MANAGEMENT**

**DAY and WEEKEND classes**

**OUTLINE**

- Instructor:** John C. Cerrito, Assistant Professor  
Peggy Cerrito, Instructor
- Office:** Room 312, Memorial Hall---Phone 612-330-1768
- Office hours:** As posted/before or after class/arranged—I'm available
- Textbook:** Human Resource Management. Noe, Hollenbeck, Gerhart & Wright. Irwin. (Available in the Augsburg Book Store)

Peter Drucker in his work The Practice of Management observed that “The Personnel Department, as a rule, stays away from management of the enterprises most important resource . . . It generally avoids the two most important areas in the management of workers; the organization of the work and the organization of people to do the work.” However, as Drucker continues, the positions many Personnel Departments find themselves in are not always of their own choosing: “. . . operating Managers in self-defense have confined Personnel Administration to the handling of incidental chores, that is, to take things that are not essential to the management of workers and work. It is not surprising that the latter has been all but a universal trend.”

However, as we explore the role of the Human Resource management function, we shall see that Drucker’s observation of the of Personnel Departments has changed dramatically. Even the name has changed. The Personnel Department is now referred to as the Human Resources Department in most profit and nonprofit organizations. The change in name is symbolic of the major differences in mission and responsibilities of today’s contemporary Human Resource management function.

**Course Objective:** To explore the role of personnel management in a contemporary, organizational setting. This is a survey course which is intended to introduce the student in general to the increasingly complex and expanding role of Human Resource Management.

**Topics to be discussed**

- Overview of the Human Resource management function
- Human Resource management planning (external and internal environmental factors)
- Legal environment of Human Resource management: 1964 Civil Rights Act, EEOC Legislation (Affirmative Action), et cetera
- Recruitment, selection, and pre-employment testing
- Job analysis and job descriptions
- Evaluation of employee and management performance
- Performance-based training and management-employee development
- Integration of the key Human Resource management-employee development selection, training, and performance
- Compensation and salary administration, comprehensive benefits, comparative worth issues (pay equity)
- Health and safety issues
- Labor relations
- Collective bargaining
- Other appropriate topics

Above topics are subject to change.

**Teaching Methodology:** Lecture supplemented with appropriate media, small-group discussion on case studies and outside readings assigned. Individual and group presentations as directed.

**Evaluation Criteria:**

- 10% performance on case studies, outside assignments and quizzes
- 10% attendance and participation in class
- 40% First Quarter exam (date to be announced)
- 40% Second Quarter exam (date to be announced, not comprehensive)

Late assignments will not be accepted. (0.5 deduction for not submitting assignments.)

**Attendance Policy:** Your attendance is required. Nonattendance will result in a significant grade reduction of 0.5 deducted from your final grade.

**Outside Reading:** You will be assigned readings outside of the text. Many will be placed on the reserve shelf of the library for your convenience. You will be responsible for writing a one to two page discussion paper on each reading or topic area assigned. Again, late assignments will not be accepted.