

Format CO  
Course Outline

Human Resources Management  
Course Title

TH 219  
Department & Course No.

I. Course Description (same as in catalog):

This course will follow the process of recruitments, training advancement, disciplinary actions, and termination of employees. It will investigate laws that apply regarding hiring and employment in the hospitality industry. The requirements regarding expatriate workers and working permits will be discussed. A study into benefits, contracts, and employee handbooks will help the students understand the relationship between the business entity and its employees.

II. Semester Credits: 3.0

III. Contact Hours Per Week:	<u>3.0</u>	<u>0.0</u>	<u>3.0</u>
	Lecture	Lab.	Total

IV. Prerequisite: None

V. Student Learning Outcomes:

VI. Course Content:

At the end of the semester, the student will be able, with 65 percent accuracy, to:

- |                                                                                               |                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Discuss the labor laws of employment in Palau.                                             | A. The labor laws: <ol style="list-style-type: none"><li>1. PNC Title 30 (labor)</li><li>2. Resident &amp; Expatriates</li><li>3. Minimum wage law</li><li>4. Work Permits</li><li>5. Tax requirements</li></ol>                      |
| 2. Compare/contrast the Civil Rights Act in USA 1964 to that of Palau's laws.                 | B. Civil Rights Laws vs. Palau's <ol style="list-style-type: none"><li>1. Equal employment opportunity.</li><li>2. Discriminations</li><li>3. Disabilities Act</li><li>4. Sexual harassments</li><li>5. Drug Free Workplace</li></ol> |
| 3. Explain the process of planning, recruiting, and job analysis in the hospitality industry. | C. The process of planning, recruiting, and job analysis: <ol style="list-style-type: none"><li>1. Job analysis,</li><li>2. Recruiting process</li><li>3. Staffing guides</li></ol>                                                   |
| 4. Identify/discuss the components and steps of selecting the right person.                   | D. Components and steps of selecting the right person:                                                                                                                                                                                |

1. Applicant check list
  2. Criteria checklist
  3. Reference checks
  4. Job offers
  5. In house applicants
5. Identify/describe benefits and incentives.
- E. Benefits and incentives:
1. Health plan
  2. Insurance Plan
  3. Pension
  4. Social security
  5. Service charge
  6. Housing/food
6. Explain disciplinary and termination policies.
- F. Disciplinary & termination policies:
1. Progressive discipline
  2. Appeal Process
  3. Voluntary/involuntary termination.

#### VII. Materials and Equipment:

- A. Routine classroom materials
- B. TV, DVD, VCR
- C. Video films
- D. Supplemental activities

#### VIII. Texts and References:

- A. Required Text:  
Instructor's Made Handouts.
- B. Supplemental References:  
Robert H. Woods, Managing Hospitality Human Resources 2<sup>nd</sup> edition Educational  
Institute of American Hotels and Motel Association, Lansing Michigan Publishers, 1997.  
  
Management Orientation Manual Outrigger Hotels and Resorts, 1998.

#### IX. Method of Instruction:

- A. Lectures
- B. Group discussions
- C. Guest lecturers
- D. Class activities & discussions

#### X. Method of Evaluation:

- |                           |      |
|---------------------------|------|
| A. Tests (6)              | 40%  |
| B. Final Examination      | 30%  |
| C. Class participations   | 10%  |
| D. Projects/presentations | 20%  |
| Total                     | 100% |

Transmutation of % to letter grades as follows:

90 -100 %               =       A

80- 89%                =       B

70 - 79%               =       C

65 - 69%               =       D

0 - 64%                =       F

Course Level Achievement  
Form B  
(Used for all program courses except shop courses)  
TH 219 – Human Resources Management

Student's Name: \_\_\_\_\_

Semester Year: \_\_\_\_\_

Instructor's \_\_\_\_\_  
(Print Full Name)

**OUTCOME RATING SCALE:**

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Unacceptable

Competency # 1: Describe the process of planning, recruiting, job analysis and training advancement.

5	The students are able to describe the process of planning, recruiting, job analysis and training advancement with at least 90% accuracy.
4	The students are able to complete the above with 80-89% accuracy.
3	The students are able to complete the above with 70-79% accuracy.
2	The students are able to complete the above with 65-69% accuracy.
1	The students are able to complete with less than 65% accuracy.

Competency # 2: Discuss and compare the Republic of Palau, Labor Laws to that of USA Civil Rights Laws. In addition, identify and understand techniques that businesses and hospitality industry follow to hire a foreign or guest worker.

5	The students are able to discuss and compare the ROP Labor Laws to that of USA Civil Rights Laws. In addition, identify and understand techniques that businesses and hospitality industry follow to hire foreign or guest worker with at least 90% accuracy.
4	The students are able to complete the above with 80-89% accuracy.
3	The students are able to complete the above with 70-79% accuracy.
2	The students are able to complete the above with 65-69% accuracy.
1	The students are able to complete the above with less than 65% accuracy.

Competency # 3: Describe Standard Operating Procedures (SOP) and discuss creative ways for Business or hospitality industry to trimming down its operations.

5	The students are able to describe Standard Operating Procedures (SOP) and discuss creative ways for business or hospitality industry to trimming down its operations with at least 90% accuracy.
4	The students are able to complete the above with 80-89% accuracy.
3	The students are able to complete the above with 70-79% accuracy.
2	The students are able to complete the above with 65-69% accuracy.
1	The students are able to complete the above with less than 65% accuracy.

Competency #4: Identify and describe different contract agreements and benefits offered likely offered

To employees by an organization or business.

Competency 5	The students are able to identify and describe different contract agreements and benefits likely offered to employees by an organization or business with at least 90% accuracy.
4	The students are able to complete the above with 80-89% accuracy.
3	The students are able to complete the above with 70-79% accuracy.
2	The students are able to complete the above with 65-69% accuracy.
1	The students are able to complete the above with less than 65% accuracy.

Competency # 5: Identify and explain the progressive steps to disciplinary and termination policies.

5	The students are able to identify and explain the progressive steps to disciplinary and termination policies with 90% accuracy.
4	The students are able to complete the above with 80-89% accuracy.
3	The students are able to complete the above with 70-79% accuracy.
2	The students are able to complete the above with 65-69% accuracy.
1	The students are able to complete the above with less than 65% accuracy.

I certify that the student has completed all the competencies in this course and has achieved ratings as shown in each perspective competency.

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date