

LAST REVIEW: 2009-10

NEXT REVIEW: 2014-15
2014-2015

STATUS: A
A

COURSE TITLE: Human Resource Management

COMMON COURSE NUMBER: MAN 3310

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN
(per 16 week term)

CLOCK HOURS:

Lecture:	48	Lab:	0
Clinic:	0	Other:	0

PREREQUISITE(S): None

COREQUISITE(S): None

PRE/COREQUISITE(S): None

COURSE DESCRIPTION: This course introduces the full range of functional areas associated with human resource management, including recruitment, hiring, performance evaluations, legal and regulatory issues, discipline/termination, downsizing, labor relations, compensation/benefits, job analysis, equity/diversity, ethical issues and the role of Human Resources within the organization.

UNIT TITLES

- 1. Overview of Human Resources; Historical and Current Issues**
- 2. Strategic Human Resource Management**
- 3. Staffing the Organization**
- 4. The Compensation System**
- 5. Training and Evaluation**
- 6. Discipline and Termination**
- 7. Labor Relations**

EVALUATION:

Students will be assessed through a variety of means, including objective tests/quizzes, written assignments, oral presentation and class activities.

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UNITS

Unit 1: Overview of Human Resources; Historical and Current Issues

General Outcome:

- 1.0 The student shall understand the evolution of human resource management, its relationship with other areas of the organization and be familiar with sources of current information in the field of human resource management.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Discuss the development of human resource management, describe its distinguishing characteristics and distinguish it from the personnel perspective.**
- 1.2 Describe the major federal legislation related to employment, including non-discrimination/diversity.**
- 1.3 Identify and assess sources of current information in the field.**
- 1.4 Summarize ethical issues associated with human resource management.**

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Unit 2: Strategic Human Resource Management

General Outcome:

- 2.0 The student shall recognize elements of strategic human resource management, how they contribute to organizational success and illustrate how practices may be evaluated.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Differentiate the line and staff roles within the organization.**
- 2.2 Distinguish between Human Resource strategy and resultant policy.**
- 2.3 Illustrate the components and application of a job analysis.**
- 2.4 Understand forecasting and its importance to the organization.**
- 2.4 Compare various metrics that measure effectiveness of Human Resource and practice.**

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Unit 3: Staffing the Organization

General Outcome:

- 3.0 The student shall be familiar with the functions and tools associated with recruitment, interviewing and selection.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Compare the advantages and disadvantages of internal and external recruitment methods.**
- 3.2 Assess alternative methods of interviewing and tools and identify prohibited areas of inquiry.**
- 3.3 Evaluate pre-employment testing in terms of validity and reliability.**
- 3.4 Recognize issues associated with immigration law.**

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Unit 4: The Compensation System

General Outcome:

4.0 The student shall understand the elements of a total compensation system

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Illustrate the major components of a salary study and system of pay grades.**
- 4.2 Contrast base pay methods, including incentive-based.**
- 4.3 Enumerate issues associated with overtime pay.**
- 4.4 Classify major types of insurance.**

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Unit 5: Training and Evaluation

General Outcome:

- 5.0 The student shall be familiar with specific training and evaluation methodologies.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Recognize training methodologies generally associated with hourly and salaried employees.**
- 5.2 Illustrate elements of an effective safety campaign.**
- 5.3 Develop a performance evaluation form based on the job analysis.**
- 5.4 Identify common performance appraisal problems.**
- 5.5 Analyze the value of professional development to the organization and the employee.**
- 5.6 Design a program to prevent sexual harassment.**

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Unit 6: Discipline and Termination

General Outcome:

- 6.0 The student shall gain an appreciation of the issues associated with discipline and termination.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Illustrate the elements of a progressive discipline system.**
- 6.2 Generalize elements associated with wrongful discharge.**
- 6.3 Formulate a plan for implementing a reduction in force.**
- 6.4 Diagram the EEOC enforcement process.**

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Unit 7: Labor Relations

General Outcome:

- 7.0 The student shall understand the dynamics of collective bargaining, major state and federal labor legislation and union organization**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 7.1 Restate the intent of major state and federal labor legislation, including right-to-work laws.**
- 7.2 Diagram the certification/decertification process.**
- 7.3 Identify major bargaining issues.**
- 7.4 Assess dispute resolution tools and techniques.**