

MGMT C111: HUMAN RESOURCE MANAGEMENT

| Item | Value |
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| Curriculum Committee Approval Date | 10/01/2021 |
| Top Code | 050630 - Management Development and Supervision |
| Units | 3 Total Units |
| Hours | 54 Total Hours (Lecture Hours 54) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Credit: Degree Applicable (D) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | No |
| Grading Policy | Standard Letter (S), • Pass/No Pass (B) |

Course Description

This course provides an introduction to the human resources function and related elements and activities while focusing on the crucial role of effective human resource management in achieving organizational success. It emphasizes the ways human resource management can provide a competitive edge and support corporate strategies. It examines the diversity of today's workforce and the economic, social, legislative, and attitudinal changes affecting human resources as well as key functions such as recruitment, equal opportunity, selection, development, appraisal, retention, compensation, and labor relations. Students will be exposed to the view of HRM from the perception of both management and subordinate employees. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Compare and contrast Human Resource Management and its role and importance to organizations with respect to individual staff relations, retention, and diversity.
2. Correlate the importance of developing Human Resources and human capital to organizational success in the current business environment.
3. Critique performance evaluation and compensation practices currently used by organizations.

Course Objectives

- 1. Explain how organizational ethical issues affect HR management.
- 2. Describe how the major roles of HR management are being transformed.
- 3. Summarize the strategic planning process and explain how it drives the organizational activities.
- 4. List HR strategic challenges faced by modern organizations.
- 5. Identify the means that organizations are using to deal with women, disabilities, harassment, and the aging in their workforces.
- 6. Explain how the diversity of the workforce affects HR management functions.
- 7. Discuss how telework and work flexibility are linked to work-life balancing efforts.

- 8. Describe the means for assessing the external and internal workforce in HR planning.
- 9. Explain the nature of the psychological contract and explain how motivation is linked to individual performance.
- 10. List and discuss internal and external recruiting sources.
- 11. Contrast several types of selection interviews and some key considerations in conducting these interviews.
- 12. Explain different means of internal and external training delivery.
- 13. Identify the importance of talent management and discuss the reasons it may be difficult.
- 14. Identify the components of performance management systems.
- 15. Identify the general components of total rewards and give examples of each.
- 16. Identify the components of executive compensation and discuss criticisms of the executive compensation levels.
- 17. Define benefits and identify their strategic benefits considerations.
- 18. Identify/discuss the components of risk management and the legal areas affecting safety and health.
- 19. List elements to consider when developing an employee handbook.
- 20. Describe what a union is and explain why employees join and employers resist unions.

Lecture Content

The Environment of Human Resource Management Human Resource Management in Organizations Human Resource Strategy and Planning Equal Employment Opportunity Jobs and Labor Workforce, Jobs and Job Analysis Individual/Organization Relations and Retention Recruiting High-Quality Talent Selecting Human Resources Talent Development Training Human Resources Talent, Careers and Development Performance Management and Appraisal Compensation Total Rewards and Compensation Variable Pay and Executive Compensation Managing Employee Benefits Employee Relations Risk Management and Worker Protection Employee Rights and Responsibilities Union-Management Relations

Method(s) of Instruction

- Lecture (02)
- DE Online Lecture (02X)

Instructional Techniques

This course may be taught using multiple methods of support including classroom, video, audio, multi-media, and online strategies. Instructors utilize learning strategies, including lectures; cooperative learning groups; written homework assignments; self-paced independent study using textbooks, video lessons, audio segments, computer software, or online systems; demonstrations or discussions; presentations by students to software or online systems; demonstrations or discussions; presentations by students to the instructor or for class presentation; research projects; journals; and various types of assessment by quiz and exam, including open-ended, close-ended, multiple choice, and essay.

Reading Assignments

Students will read from the course textbook as well as any other primary and/or secondary readings assigned by the instructor.

Writing Assignments

Students will be required to complete written assignments and a research paper, write essays on the midterm and/or final exam based on information learned in the course.

Out-of-class Assignments

Outside of the classroom, students will complete the required readings; work on assigned papers, reports, and projects; study for tests; conduct research; and communicate with the instructor and/or fellow students through email and discussion boards.

Demonstration of Critical Thinking

A written critical thinking analysis related to text material or as workbook supplements for students to determine data comparability and statistical analysis.

Required Writing, Problem Solving, Skills Demonstration

Weekly Discussion Questions, Team building, Planning, Time Management, and Presentation

Eligible Disciplines

Business: Masters degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelors degree in any of the above AND masters degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelors degree in economics with a business emphasis AND masters degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Masters degree required. Management: Masters degree in business administration, business management, business education, marketing, public administration, or finance OR bachelors degree in any of the above AND masters degree in economics, accountancy, taxation, or law OR the equivalent. Masters degree required.

Textbooks Resources

1. Required Mathis, Robert L.; Jackson, John H. Human Resources Management, 15th ed. Cengage, 2017 Rationale: -

Other Resources

1. Coastline Library 2. Current business magazine and newspaper articles pertaining to business.