MGMT G111: HUMAN RESOURCES MANAGEMENT

Item	Value
Curriculum Committee Approval Date	04/05/2022
Top Code	050600 - Business Management
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 covers key roles, responsibilities, and methods used in the field of human resource management. Topics include workforce planning, recruitment, training, compensation, motivation, evaluation and separation. Current trends in employment and workforce management will be discussed and analyzed. Transfer Credit: CSU.

Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Evaluate approaches for workforce planning and hiring that include organizational objectives, qualification assessments, diversity, and equity.
3. Describe the human resource management processes of recruitment, hiring, orientation, training, compensation, motivation, morale, evaluation, and separation.
4. Discuss current trends in the field of human resource management.

Course Objectives

- 1. Describe factors involved in managing employee relationships, including labor unions.
- 2. Differentiate organizational structures and reporting structures.
- 3. Analyze workforce and hiring needs in the context of equity and diversity objectives.
- 4. Describe key legislative acts and employment laws associated with human resource management.
- 5. Evaluate different theories and approaches associated with employee motivation and performance.
- 6. Describe approaches used for employee performance evaluations including 360-degree performance reviews.
- 7. Describe the entire employee lifecycle and the role of the human resource manager.
- 8. Discuss career opportunities in human resource management.

Lecture Content

Overview of the Human Resource Manager Overview of the role Strategic and tactical planning Career opportunities in Human Resource Management Workforce Planning Strategic planning Organizational objectives Industry trends affecting workforce composition Changing dynamics of workers, technology, globalism Recruitment Marketing the organization Recruitment events and activities Job descriptions and postings Online tools for recruitment Hiring Developing a hiring process Job applications Interviews Legal considerations Employment assessments Full-Time vs Part-Time Employees Contractors Orientation and Training Onboarding new employees Organizational procedures Code of conduct Organizational culture Approaches to training Training sessions Online training Job shadowing Performance Evaluations Documentation of process Observations and performance feedback 360-Degree Performance Reviews Improvement Plans Promotions Compensation Methods for providing competitive compensation Government requirements Taxes Employment Benefits Healthcare Retirement Vacation/Leave Perks Other Employee Separation Voluntary and Involuntary turnover Downsizing Outsourcing Legal considerations Motivating Employees Maslows Hierarchy of Needs Theory Herzbergs Two-Factor Model Expectancy Theory and Equity Theory Goal Setting Management by Objective Other strategies Labor-Management Relations Labor legislation The collective bargaining process Labor-management disputes Trends in organized labor Managing a Diverse Workforce The importance of diversity Workforce composition vs customer composition Legal considerations Social responsibility

Method(s) of Instruction

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

Reading Assignments

Textbook reading Online articles Case studies

Writing Assignments

Prepare analytical responses and/or essays on a variety of human resource management issues and tasks.

Out-of-class Assignments

Analysis of various human resource management challenges, scenarios, and case studies.

Demonstration of Critical Thinking

In the role of a human resource manager, develop strategies for workforce planning, hiring, employee motivation, and organizational effectiveness. Compare and contrast methods of employee motivation, evaluation, and performance.

Required Writing, Problem Solving, Skills Demonstration

Analyze various challenges/objectives in the workplace and present corresponding solutions. Topics could include diversity, equity, and workplace conflicts.

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. Marketing: Masters degree in business administration, business management, business education, marketing, advertising, 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 Hughes, Claretha. Critical Employment, Ethical, and Legal Scenarios in Human Resource Development, Current ed. University of Arkansas Libraries, 2020 2. Required Open Education Resource. Human Resource Management, Current ed. Univ of Minnesota Libraries Publishing, 2011 Rationale: May use this OER Resource to supplement reading assignments.

Other Resources

1. Current web articles on various case studies, news stories, trends in human resource management processes.