

Revised by: A. Bledsoe  
Reviewed by: K. Bandy  
Textbook update: Spring 2020  
Date reviewed: March 5, 2020  
Date approved: April 17, 2020  
Board approved: May 13, 2020

Management (MGMT) 1500 Introduction to Human Resources Management (3 Units) CSU  
[formerly Management 10]

Advisory: Mathematics 1050 and Business 1500 strongly recommended

Hours and Units Calculations:

48 hours lecture. (96 Outside of Class Hours) 144 Total Student Learning Hours) 3 Units

Catalog Description: This course provides an overview of the functional areas of Human Resource Management (HRM). The course begins by examining environmental factors such as legislation, organizational strategy, labor, and global issues. Next the HR process is examined - recruiting, training, compensation, benefits, performance appraisal, and termination. Throughout the course, students are provided with the opportunity to engage in HR practice and develop HR policy.

Type of Class/Course: Degree Credit

Text: Dessler, Gary. Human Resource Management. 14th ed., Pearson, 2015.

Course Objectives:

By the end of the course, a student will be able to:

1. understand the role of HRM, as measured by the student's ability to define the various organizational perspective through written exam,
2. understand job analysis, through the ability to research and write both a job description and job specification,
3. discuss key issues relating to employee compensation and benefits, health, safety, security, training and development, and performance appraisals,
4. formulate a HR recruitment plan,
5. explain how workforce diversity and equal employment opportunity impact recruitment, selection and retention of employees,
6. diagnose and recommend appropriate training,
7. understand the inherent opportunities and challenges associated with labor relations and the impact unions have on HRM functions,
8. illustrate how job satisfaction affects, absenteeism, performance and retention,
9. discuss the ability to utilize computer skills to enhance business communications and presentations,
10. understand international HRM as measured by their ability to identify global legal and management issues,
11. participate in "brainstorming" during problem solving,

12. prepare financial analysis for HRM planning and budgeting, and
13. present and defend case study solutions.

Course Scope, and Content:

- Unit I Introduction to Human Resource Management (HRM)
  - A. Understand the role of HRM through various organizational perspectives
  - B. Equal opportunity and the law
  - C. HRM strategy and analysis
  
- Unit II Recruitment, Placement, and Talent Management
  - A. Job analysis and the talent management process
  - B. Personnel planning and recruiting
  - C. Employee testing and selection
  - D. Interviewing Candidates
  
- Unit III Training and Development
  - A. Training and developing employees
  - B. Performance management and appraisal
  - C. Managing employee retention, engagement, and careers
  
- Unit IV Compensation
  - A. Establishing strategic pay plans
  - B. Pay for performance and financial incentives
  - C. Benefits and services
  
- Unit V Enrichment Topics in Human Resource Management
  - A. Examine ethics, employee rights, and discipline systems
  - B. Labor relations and collective bargaining
  - C. Employee safety and health
  - D. Managing global human resources
  - E. Managing human resources in small and entrepreneurial firms

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 6 hours per week outside regular class time doing the following:

1. Studying class notes
2. Completing required reading
3. Developing theoretical concepts through projects
4. Constructing managerial models, cases, and scenarios

Methods of Instruction:

1. Lectures
2. Multimedia presentations
3. Demonstrations
4. Group explorations

5. Case studies and scenarios

Methods of Evaluation:

1. Writing assignments, including:
  - a. written homework from chapters
  - b. group reports
  - c. topic paper written under American Psychological Association (APA) style guide
  - d. chapter critical analysis reflections
  - e. case studies
  - f. scenarios
  - g. simulations
  
2. Problem-solving demonstrations, including:
  - a. exams
  - b. homework problems
  - c. laboratory reports
  - d. case study recommendations and solutions
  
3. Other summative examinations using combinations of:
  - a. multiple choice questions
  - b. matching items
  - c. true/false questions
  - d. short answer questions
  - e. fill in the blank responses
  
4. Participation including:
  - a. role-playing and group activities
  - b. oral presentations and demonstrations
  - c. discussion responses
  - d. scenario reflections
  
5. Projects including:
  - a. multimedia presentations
  - b. business scenario responses
  - c. action plans
  - d. formal written reports
  - e. portfolios
  - f. community service projects
  - g. building new case studies

Supplemental Data:

TOP Code:	050630: Management Development and Sup
SAM Priority Code:	C: Clearly Occupational

Distance Education:	Online; Offline
Funding Agency:	Y: Not Applicable(funds not used)
Program Status:	1: Program Applicable
Noncredit Category:	Y: Not Applicable, Credit Course
Special Class Status:	N: Course is not a special class
Basic Skills Status:	N: Course is not a basic skills course
Prior to College Level:	Y: Not applicable
Cooperative Work Experience:	N: Is not part of a cooperative work experience education program
Eligible for Credit by Exam:	E: Credit By Exam
Eligible for Pass/No Pass:	C: Pass/No Pass
Taft College General Education:	NONE
Discipline:	Management