JEFFERSON COLLEGE

COURSE SYLLABUS

MGT120

HUMAN RESOURCE MANAGEMENT

3 Credit Hours

Prepared by
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MGT120 Human Resource Management

I. CATALOGUE DESCRIPTION

A. Pre/Co-Requisite: Reading Proficiency

B. 3 Credit Hour

C. Human Resource Management is a comprehensive course designed to study how to manage the needs of a company's employees. This includes how to develop and manage employment programs, salary compensation and job evaluations, benefits, promotions, equal opportunity initiatives, and education and training programs (F,S,O).

II. EXPECTED LEARNING OUTCOMES/ASSESSMENT MEASURES

| Discuss the importance of legal issues in human resource management | In-class exercises, discussions and projects |
| Identify and discuss domestic issues in international Human Resource Management | In-class exercises, discussions and projects |
| Demonstrate their ability to evaluate economic conditions for making human resource decisions | In-class exercises, discussions and projects |
| Describe the relationships among planning, recruiting, and selection | In-class exercises, discussions and projects |
| Identify and describe the major dimensions of diversity in organizations | In-class exercises, discussions and projects |
| Describe compensation, benefits, evaluations, and labor relations | In-class exercises, discussions and projects |
| Describe the basic issues involved in the physical work environment | In-class exercises, discussions and projects |
| Describe the importance of employee motivation and enhance performance | In-class exercises, discussions and projects |

III. OUTLINE OF TOPICS

A. The Nature of Human Resource Management
   1. Contemporary human resource management
   2. Evolution of the human resource function
   3. Human resource management in the electronic age
   4. Emerging human resource challenges
   5. Goals of human resource management
   6. Facilitating organizational competitiveness
   7. Enhancing productivity and quality
   8. The setting for human resource management
B. The Legal Environment
1. The legal context of human resource management
2. Equal employment opportunity
3. Other areas of human resource regulation
4. Evaluating legal compliance

C. The Global Environment
1. The growth of international business
2. Global issues in international human resource management
3. Understanding the cultural environment
4. The human resource function in international business
5. Domestic issues in international human resource management
6. Managing international transfers and assignments
7. Training expatriates
8. International labor relations

D. The Competitive Environment
1. The competitive environment for human resource management
2. The influence of the top management team
3. The role of corporate governance
4. Corporate, business, and functional strategies
5. Business strategy and human resource management
6. Human resource strategy formulation
7. The impact of corporate culture
8. Interpersonal processes and strategy implementation
9. Evaluating the human resource function in organizations

E. Information for Making Human Resource Decisions
1. Human resource planning as a source of information
2. Strategy as a source of information
3. A personal code of ethics that adds value
4. Economic condition as a source of information
5. Job analysis as a source of information
6. The job-analysis process

F. Human Resource Decision Making in Organizations
1. Ethics and human resource management
2. Rightsizing the organizations
3. Managing terminations and retention
4. Managing voluntary turnover and managing human resources during mergers and acquisitions
G. Recruitment and Selection
1. Planning, recruitment, and selection
2. Sources for recruits
3. The selection process
4. Popular selection techniques
5. The selection decision
6. Reliability and validity
7. Legal and effectiveness issues in recruitment and selection

H. Managing a New and Diverse Workforce
1. The nature of workforce diversity
2. Dimensions of diversity
3. The impact of diversity on organizations
4. Managing diversity in organizations
5. Managing the knowledge function
6. Human resource management and social issues

I. Compensation and Benefits
1. Developing a compensation strategy
2. Determining what to pay
3. Wage and salary administration
4. Pay secrecy
5. The nature of benefits programs
6. Mandated benefits
7. No mandated benefits
8. Contemporary issues in compensation and benefits

J. Performance Appraisal and Career Management
1. Why organizations conduct performance appraisals
2. The performance-appraisal process
3. Methods for appraising performance
4. Other issues in performance appraisal
5. Legal issues in performance appraisal
6. The nature of careers
7. Human resource management and career management
8. Career-development issues and challenges

K. Managing Labor Relations
1. The role of labor unions in organizations
2. Trends in unionizations
3. The unionization process
4. The collective-bargaining process
5. Negotiating labor agreements
6. Resolving impasses
7. Labor unions in the twenty-first century

L. Safety, Health, Well-Being, and Security
   1. Employee safety and health
   2. The physical environment
   3. Stress and stress management at work
   4. Workplace security

M. Motivation at Work
   1. A basic model of performance
   2. Motivation and needs
   3. Process theories of motivation
   4. Related themes and perspectives on motivation

N. Managing and Enhancing Performance: the Big Picture
   1. Enhancing performance at different levels
   2. Alternative work arrangements
   3. Incentives and performance-based rewards
   4. Performance management and feedback
   5. Evaluating performance-enhanced programs

IV. METHOD(S) OF INSTRUCTION

A. Lectures
B. Group discussions
C. Videos
D. Internet

V. REQUIRED TEXTBOOK(S)

VI. REQUIRED MATERIALS (STUDENT)

A. Computer access
B. Flash Drive

VII. SUPPLEMENTAL

REFERENCES Assigned current events for discussion

VIII. METHOD OF EVALUATION (STUDENT)

A. Weekly assignments 140 points
B. Mid-Term Test 100 points
C. Final Test 100 points
D. Project 200 points
E. Presentation 100 points

Total 640 points

A = 576-640
B = 512-575
C = 448-511
D = 384-447
F = 383 and below

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College Website http://www.jeffco.edu).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as
defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically related activities such as reading, studying, and completing assignments. Specifically, time spent on academically related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.