

**COURSE OUTLINE—NEW COURSE FOR BAS SUPERVISION AND
ORGANIZATIONAL MANAGEMENT
MAN 4301 – HUMAN RESOURCE MANAGEMENT**

I. COURSE NUMBER AND TITLE

MAN 4301 – Human Resource Management

II. COURSE DESCRIPTION

MAN 4301 is a 3 credit hour course intended to provide an examination of the services provided by a manager of a human resources department. The student will be introduced to the legal issues associated with personnel management, staffing, development, compensation and benefits, and labor relations.

III. RATIONALE

The Bachelor of Applied Science in Supervision and Organizational Management (BAS SOM) program (Business Programs Department) is designed to equip students with technical and applied management skills, enabling them to enhance the productivity and efficiency of organizations. MAN 4301 is a core course in the BAS SOM program and provides students with human resource management skills required to successfully lead an organization. Students will enroll in this course during their first year in the program.

IV. IMPACT ASSESSMENT

This is a required course for all students in the program. Prerequisites: At minimum, an AA or AS degree, and meeting college admission requirements, admission to the SOM degree program, or with departmental permission. The course will require additional course loads for existing faculty or the hiring of part-time/full-time faculty.

V. COURSE LEARNING OUTCOMES (SOM Program Outcome)

1. Communicate effectively and efficiently orally, in writing, and using technologically current media/software such as PowerPoint and similar presentation software. (SOM #1)
2. Apply ethical decision-making and considerations of social responsibility to management situations. (SOM #2)
3. Recognize and use the appropriate leadership style in a wide variety of settings and with a diverse spectrum of personalities, backgrounds, and experiences. (SOM #5)
4. Manage employee/subordinate behaviors, expectations, and shortcomings through the appropriate blend of personality, leadership, and communication techniques. (SOM #6)

VI. GENERAL OBJECTIVES OF THE COURSE

1. Assess human resource management theories and practices required to successfully lead a dynamic organization.
2. Demonstrate the ability to collect and analyze information to formulate analytically sound decisions for the planning and utilization of resources.
3. Explain the strategic role of human resources within an organization.
4. Critique and defend legal and ethical requirements in the selection process, performance development, and maintenance of effective work environments.
5. Design and evaluate employee benefits, performance reviews, professional development, and retention programs.

VII. TOPICAL OUTLINE

1. Human Resource Management: Gaining a Competitive Advantage
2. Strategic Human Resource Management
3. The Legal Environment: Equal Employment Opportunity and Safety
4. The Analysis and Design of Work
5. Human Resource Planning and Recruitment
6. Selection and Placement
7. Training
8. Performance Management
9. Employee Development
10. Employee Separation and Retention
11. Pay Structure Decisions
12. Recognizing Employee Contributions with Pay
13. Employee Benefits
14. Collective Bargaining and Labor Relations
15. Managing Human Resources Globally
16. Strategically Managing the HRM Function

VIII. SUGGESTED METHODS OF INSTRUCTION

1. Lecture
2. Case studies
3. Online resources

IX. SUGGESTED METHODS OF EVALUATION

1. Quizzes
2. Case studies
3. Class discussions