

Common Course Outline
MNGT 201
Human Resources Management
3 Credits

The Community College of Baltimore County

Description

MNGT 201 – 3 credits – Human Resources Management covers contemporary behavioral theory relating to the management of people at work. It examines basic processes that are involved in the procurement, development, and maintenance of human resources, including analysis of key internal and external factors, legislation, and global influences affecting management of employees.

3 Credits

Pre-requisites: MNGT 101 or written permission from the program coordinator.

Overall Course Objectives

Upon successful completion of this course students will be able to:

1. evaluate the human resource management function as a contributor to the strategic business plan;
2. discuss the application of the legal environment, including equal opportunity and safety laws to the workplace;
3. discuss the implications of the economy and ethics in the workplace;
4. formulate a job analysis and compose a job design for work effectiveness;
5. explain the human resource planning process and formulate appropriate staffing or reduction methods;
6. plan effective training and development programs;
7. recommend strategies for assessing job satisfaction and identify job dissatisfaction sources;
8. examine compensation structures and their influence on employee, motivation, and job satisfaction;
9. discuss the reasons for benefit growth;
10. differentiate between legally required and company sponsored benefits;
11. explain why employees join or do not join unions, the structure of unions, how unions function within organizations, and their impact on management;
12. assess the environmental factors that impact global Human Resources Management (HRM) and discuss the potentially positive and negative outcomes;
13. explain how HRM effectiveness can be measured and improved; and
14. apply human resource management principles to case problem situations.

Major Topics

- I. Human Resource Management Gaining a Competitive Advantage
 - A. Components of the strategic management process
 - B. Role and value of Human Resources Management in strategy formulation
- II. Legal Environment
 - A. Equal Employment Opportunity and enforcement
 - B. Types of discrimination and retaliation
 - C. Current issues and safety
 - D. Ethics in the workplace
- III. Analysis and Design of Work
 - A. Work-flow analysis and organizational structure
 - B. Job analysis
 - C. Job design
- IV. Human Resource Planning and Recruitment
 - A. Forecasting, goal setting, and strategic planning
 - B. Recruitment process and sources
- V. Selection and Placement
 - A. Selection method standards
 - B. Types of selection methods
- VI. Employee Training and Development
 - A. Relationship between development, training and career
 - B. Designing and evaluating effective training and development programs
 - C. Approaches to employee development
 - D. Special training and development issues
- VII. Employee Separation and Retention
 - A. Managing voluntary and involuntary turnover
 - B. Employee assistance and wellness programs
 - C. Outplacement counseling
 - D. Sources of job dissatisfaction
 - E. Measuring and monitoring job satisfaction
- VIII. Pay Structures
 - A. Equity theory and fairness
 - B. Developing pay levels
 - C. Current challenges
 - D. Government regulation of employee compensation
- IX. Employee Pay and Benefits
 - A. Pay, motivation, and labor force composition
 - B. Pay for performance programs
 - C. Reasons for benefit growth
 - D. Benefit programs and management
 - E. Regulatory issues
- X. Collective Bargaining and Labor Relations
 - A. Labor relations framework
 - B. Goals and strategies
 - C. Legal framework
 - D. Contract negotiation and administration

- E. The public sector and nonunion representation systems
- XI. Managing Human Resources Globally
 - A. Current global issues
 - B. Factors affecting HRM in global markets
 - C. Managing employees in a global context
- XII. Strategically Managing the HRM Function
 - A. Building an HR strategy
 - B. Measuring HRM effectiveness
 - C. Improving HRM effectiveness
 - D. Software applications for HRM

Course Requirements

Grading procedures will be determined by the individual faculty member but will include the following:

Exams

Students will take at least three (3) proctored exams for traditional/face-to-face classes and online/hybrid classes.

Written Assignments:

Students are required to utilize appropriate academic resources. The individual faculty member will determine specific writing assignments but must include at least two written assignments. Examples include but are not limited to:

- Written case studies
- Term paper/project
- Topic related exercises

Other Course Information:

This course is a program requirement for Business Administration and Business Management.